



Office of Scholarships and Grants

Programs Manual

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Michigan Competitive Scholarship

Section A - Program Summary

Program Title:	Michigan Competitive Scholarship
Enabling Legislation:	Act 208 of the Public Acts of 1964 (A copy of the law can be found at under the Legislation tap at the end of this manual.)
Purpose:	The Michigan Competitive Scholarship began with the passage of Act 208 of the Public Acts of 1964. The scholarship is based on both financial need and merit. Students may use Competitive Scholarship funds at degree-granting Michigan public and independent postsecondary institutions. Current Authority policy requires that students take the ACT Assessment test prior to entering college and achieve a qualifying score. Students who have graduated from high school and enter college prior to the date they would normally be expected to graduate from high school may be eligible to compete for the Competitive Scholarship if they take the ACT Assessment test prior to their eighteenth (18th) birthday.
Funding Source:	As appropriated in the Higher Education Appropriations Act.
Application Process:	Students must file a Free Application for Federal Student Aid (FAFSA). Priority in determining awards will be given to students who apply by February 21 st (freshman) or March 21 st (upperclassman). The FAFSA information is automatically released to the state agency if the student's state of legal residence is Michigan. The student must file a Renewal FAFSA every year to be considered for the Competitive Scholarship.
Eligibility Criteria:	<p>Along with the above program requirements, applicants must meet the following general eligibility conditions:</p> <ul style="list-style-type: none">• Demonstrate financial need• Receive a qualifying ACT Assessment score• Have achieved a high school diploma, GED certificate, or meet the Ability to Benefit standards• Be a Michigan resident since July 1 of the previous calendar year• Be a U.S. citizen, permanent resident or an approved refugee (according to federal regulations)• Attend an approved public or independent, degree-granting Michigan postsecondary institution• Enroll at least half-time• Maintain minimum 2.00 grade point average (GPA)• Meet institution's satisfactory academic progress (SAP) policy• Not have completed a bachelor's degree• Not be pursuing a degree in theology, divinity or religious education• Not be in default on an educational loan• Not be incarcerated.
Administrative Office:	Office of Scholarship and Grants Bureau of Student Financial Services P.O. Box 30462 Lansing, Michigan 48909-7962 (888) 447-2687 (toll free)

Section B - Program Administration

LEAP/SLEAP:

Leveraging Educational Assistance Partnership (LEAP) / Special Leveraging Educational Assistance Partnership (SLEAP)

The federal regulations for implementation of LEAP/SLEAP funds authorize states to provide assistance to students according to existing state program statutes and regulations. The state of Michigan adds the federal LEAP/SLEAP funds to the state funds existing for the Competitive Scholarship program, thus increasing the amount of funding available for this program. The LEAP/SLEAP funds do not support a separate scholarship.

Eligibility Criteria: The recipients must meet the eligibility conditions for the Michigan Competitive Scholarship program as well as eligibility for federal funds.

Application Process: Students do not apply for LEAP/SLEAP funds as the funds are combined with the Michigan Competitive Scholarship program.

Award Amount: The award funds are combined with the Michigan Competitive Scholarship program funds. OSG sends a list of recipients designated to receive LEAP/SLEAP funds to the institutions. The institutions are responsible for verifying that the student is eligible to receive Competitive Scholarship funds and federal student aid funds.

Participating Institutions:

Adrian College
Albion College
Alma College
Alpena Community College
Andrews University
Aquinas College
Ave Maria College
Baker College
Bay de Noc Community College
Bay Mills Community College
Calvin College
Central Michigan University
Cleary University
College for Creative Studies
Concordia University
Cornerstone University
Davenport University
Delta College
Eastern Michigan University
Ferris State University
Finlandia University
Glen Oaks Community College
Gogebic Community College
Grace Bible College
Grand Rapids Community College
Grand Valley State University
Great Lakes Christian College
Henry Ford Community College
Hillsdale College
Hope College
ITT Technical Institute - Grand Rapids
Jackson Community College
Kalamazoo College
Kalamazoo Valley Community College
Kellogg Community College

Kettering University
 Kirtland Community College
 Lake Michigan College
 Lake Superior State University
 Lansing Community College
 Lawrence Technological University
 Lewis College of Business
 Macomb Community College
 Madonna University
 Marquette Gen. Hosp. Sch. of Radiography
 Marygrove College
 Michigan Jewish Institute
 Michigan State University
 Michigan Technological University
 Mid Michigan Community College
 Monroe County Community College
 Montcalm Community College
 Mott Community College
 Muskegon Community College
 North Central Michigan College
 Northern Michigan University
 Northwestern Michigan College
 Northwood University
 Oakland Community College
 Oakland University
 Olivet College
 Reformed Bible College
 Rochester College
 Sacred Heart Major Seminary
 Saginaw Valley State University
 Schoolcraft College
 Siena Heights University
 Southwestern Michigan College
 Spring Arbor University
 St. Clair County Community College
 St. Mary's College
 University of Detroit Mercy
 University of Michigan - Ann Arbor
 University of Michigan - Dearborn
 University of Michigan - Flint
 Walsh College
 Washtenaw Community College
 Wayne County Community College
 Wayne State University
 West Shore Community College
 Western Michigan University
 William Tyndale College

College Records Retention: For audit purposes, financial aid offices need to retain records in accordance with federal guidelines.

Section C - Campus Allocation

Section D - Student Eligibility

Enrollment Status: Initial awards are based on full-time enrollment. Awards for part-time students are reduced using the on-line monitoring form, section I on the paper form, or in Excel column BI on the verification file. These reductions are done on a term-by-term basis. Students enrolled at 3/4 time receive 75% of the original award. Students enrolled 1/2 time receive 50% of the original award. Students enrolled less than 1/2 time are not eligible. Part-time award reductions follow conventional rounding rules, .50 or higher rounds up to the nearest dollar.

Full-time enrollment is 12 or more credit hours.
3/4-time enrollment is 9-11 credit hours.
1/2-time enrollment is 6-8 credit hours.

**Grade Point Average
And Satisfactory
Academic Progress:**

Students who do not meet institutional satisfactory academic progress (SAP) policy or who do not have a cumulative grade point average (GPA) of 2.0 are not eligible for this program. GPA/SAP adjustments are made using the on-line monitoring form, section H on the paper form, or in Excel column BG or BH on the verification file. Award adjustments, cancellations, and reinstatements affect the current term and subsequent terms. Students who raise their GPA/SAP to eligible standards based on summer school work may receive a full-year award if funds are available. Students who raise their GPA/SAP to eligible standards mid-year may receive an award for the remainder of the academic year if funds are available.

Residency Policy:

The residency of a dependent student follows that of the student's parent(s). A dependent student's parent(s) must have maintained continuous Michigan residency for 12 months, beginning July 1 of the preceding calendar year. An independent student, as defined by federal guidelines, is considered a Michigan resident if the student has continuously resided within Michigan for the previous 12 months, beginning July 1 of the preceding calendar year. An independent student's domicile must be within Michigan. A student meets the Michigan Residency Policy with no additional documentation required if:

1. The student graduates from a Michigan high school and enters college the same year.
2. The student, having been determined to be a Michigan resident, maintains college enrollment with never more than a 12-month break at the institution of attendance or other Michigan postsecondary institution.
3. The student completes the FAFSA questions that relate to residency and the institution verifies that the following guidelines are met:

For dependent students, the student is considered a Michigan resident if the parent(s) have maintained continuous Michigan residency for 12 months, beginning July 1 of the preceding calendar year. To determine if the student meets this requirement, refer to the FAFSA questions that relate to the parent's state and date of legal residence.

For independent students, the student is considered a Michigan resident if the student has maintained continuous Michigan residency for the previous 12 months, beginning July 1 of the preceding calendar year. To determine if the student meets this requirement, refer to the FAFSA questions that relate to the student's state and date of legal residence.

If the student does not meet one of the above conditions, then additional documentation is required. The following is a list of suggested documents institutions may use when trying to establish a student's residency. Institutions need to assure that the documentation is properly signed, certified, pertains to the residency period in question, adheres to the policy listed above, and is maintained in institution records.

- Michigan tax return
- Federal tax return with Michigan address
- FIA Annual Income Statement
- Military/ministry personnel certificate or letter denoting Michigan residency
- Voter registration
- Michigan vehicle registration
- Michigan tax statement (with location same as residency address)
- Michigan driver's license (cannot be the sole document)
- Utility bills
- Rent receipts
- Property tax assessment or payment records
- Statements from a third party, such as a community official who has personal knowledge of the student's whereabouts for the period in question. (Note: Use of statement(s) is reserved for cases where preceding items are not available.)

Residency Exceptions:

Michigan residents who temporarily leave the state for less than 12 months will immediately meet the residency requirements upon permanent return to the state. This applies to parents of dependent students and to independent students. The policy allows a 12-month grace period and permits continued eligibility.

If both parents of a dependent student have been Michigan residents and both parents leave the state, the student is eligible to renew the award for one year provided the parents resided in Michigan during the calendar year of the award. If the parents moved out-of-state during the preceding calendar year, the student is not eligible to renew the award.

Examples:

a. Dependent student's parents moved out-of-state after July 1 but before December 31 of the award year. The student is not eligible to renew the award in the following year.

b. Dependent student's parents moved out-of-state any time after January 1. The student's award may be renewed for that year.

Families who were Michigan residents prior to entering the military are considered Michigan residents as long as they retain Michigan as their legal state of residence. (Verification document is DD2058).

Military personnel who are not residents of Michigan can be considered residents provided they have resided in Michigan since July 1 of the year prior to the award period. Eligibility terminates the year after they leave Michigan.

Parents required to travel extensively or who remain out-of-state or abroad, such as those temporarily transferred by an employer and those in the ministry or military service, may be considered residents if they maintain Michigan as their place of permanent residency.

Section E - Award Determination and Adjustments

Award Amount:	<p>The maximum award amount must be determined each year and be approved by the appropriate Authority. OSG will notify institutions yearly of award amounts. The amount of the award is; tuition and required fees, financial need, or the maximum award amount, whichever is least. Recipients may use their awards at any approved Michigan postsecondary institution. Awards will be increased to the same maximum amount as the Tuition Grant program for students selecting to attend independent, nonprofit institutions.</p> <p>The Michigan Competitive Scholarship statute allows for graduate students to receive Competitive Scholarship funds, however; these funds have never been appropriated for this purpose.</p> <p>Summer awards are subject to the availability of funds. Summer school awards are issued to students who were awarded a monetary scholarship during the academic year.</p>
Longevity:	<p>Competitive Scholarship entitlement ends when:</p> <ol style="list-style-type: none">1. The student has received a baccalaureate degree;2. The student has received 10 semesters or 15 terms of full-time assistance. Students may receive awards as a half time or three-quarter-time student. Payments (check count) are prorated for part-time enrollment. (See check count description Definitions section.)3. Ten years have passed since high school graduation.
Expected Family Contribution:	<p>In the Competitive Scholarship program, the Expected Family Contribution (EFC) is based on the federal methodology. Because program demands far exceed resources, the Authority has approved increasing the federal EFC. This is done by including a minimum student income contribution and by inflating the EFC by a specified percentage.</p> <p>The minimum student income contribution is:</p> <p>\$900 for dependent freshman (grade levels 0 or 1) \$1,100 for dependent upperclassman (grade levels 2 through 5) \$1,500 for all independent students</p> <p>Data from the student's Free Application for Federal Student Aid (FAFSA) is compared to the minimum student income contribution with the higher value being used as the student income contribution. For independent students, the higher value represents their Calculated EFC. For dependent students, the higher value is added to the student's asset contribution and the student's parent contribution to derive the Calculated EFC.</p> <p>Once the Calculated EFC is determined, it is inflated by 25%, which is the current percentage approved by the Authority. The new EFC, which is determined by multiplying the Calculated EFC by 1.25, is called the Factored EFC.</p> <p>Examples:</p> <p>A <u>dependent freshman student</u> showing a student income contribution of zero and a student asset contribution of \$1,000. Since the student income contribution is less than the \$900 minimum student income contribution for a dependent freshman, the student's income contribution becomes \$900 for a total income and</p>

asset contribution of \$1,900. The \$1,900 student income and asset contribution is added to the student's parent contribution of \$5,000 for a Calculated EFC of \$6,900. The Calculated EFC of \$6,900 is then multiplied by 1.25 for a Factored EFC of \$8,625.

A dependent upperclassman student showing a student income contribution of \$2,000 and a student asset contribution of \$1,000. Since the student income contribution is more than the \$1,100 minimum student income contribution for a dependent upperclassman, the student's income contribution remains at \$2,000 for a total income and asset contribution of \$3,000. The \$3,000 student income and asset contribution is added to the student's parent contribution of \$2,000 for a Calculated EFC of \$5,000. The Calculated EFC of \$5,000 is then multiplied by 1.25 for a Factored EFC of \$6,250.

An independent student showing a student income and asset contribution of \$1,000. Since the student's income and asset contribution is less than the \$1,500 minimum income contribution for an independent student, the student's income and asset contribution becomes \$1,500 which represents the student's Calculated EFC. The Calculated EFC of \$1,500 is then multiplied by 1.25 for a Factored EFC of \$1,875. To assist you in knowing the basis for State award calculations, all verification files will show the Calculated EFC, which includes the minimum student contribution, in column AG. The Factored EFC used to determine need will appear in column AH.

Award Computation:

Each year, all eligible postsecondary institutions must submit their budgets by the specified budget date (see Budget section). When State awards are determined, financial need is computed by subtracting the Factored EFC from the applicable budget. This calculation applies to both dependent and independent students. The difference between the Factored EFC and the budget is the State need.

The State need is used to determine the student's eligibility for the Competitive Scholarship. All initial awards are based on full-time enrollment for 2 semesters or 3 terms of the academic year. A Competitive Scholarship student attending a private institution can receive the same maximum award as a Tuition Grant student, and any amount over the Competitive Scholarship maximum is drawn from Tuition Grant funds.

OSG calculates initial awards. When the semester/term breakdown is uneven, the higher amount goes to the first pay. An initial award of \$501 pays term 1 at \$251 and term 2 at \$250.

Maximum Award:

A student may receive the maximum of tuition and required fees, State need, or program maximum awards, whichever is least. Program maximum awards are set annually.

Minimum Award:

If the student's need is from \$1 to \$99, the student will be awarded \$100 for the first semester of enrollment.

Partial Awards:

Students who are near the end of their award eligibility in the program may receive a partial award. Regulations governing the Competitive Scholarship program limit a student's eligibility to 10 semesters or 15 terms of undergraduate assistance. (See an explanation of check count in the Definitions section.)

Prioritizing Awards:

Renewal students, those who received an award during the previous academic year, have first priority for awards. Residual, those who did not receive an award in the previous academic year, and freshmen applicants, who file on time, have second priority. Freshmen are asked to have their applications to the processor by February 21; upperclass, by March 21. Additional awards are offered to late applicants as funds permit. In the event funds are insufficient for all eligible

applicants at the time of awards, priority will be given to those with the highest ACT scores on file.

Award Adjustments: Award adjustments may be entered on the on-line Monitoring & Adjustment Form, sent to OSG on a paper monitoring form, or entered on the verification file. Problems with an electronic or on-line award adjustment should be sent by email to the support staff at Treas_MISO_Support@michigan.gov.

Wait List: Awards may be reduced at any time. Award increases or reinstatements can be done prior to or during the first 30 days of a semester/term. The 30-day period is based on the start of term date provided on the institution's Budget/Term screen. Increases requested after this time period will go to a wait list. OSG will accept awards from the wait list if funds become available.

End of Check Count: A student can receive a maximum of 60 check counts for undergraduate assistance. Check counts are used to track the student's remaining semesters/terms of eligibility. Once a student's check count is less than six for a semester institution and less than four for a term institution, the student has less than a full-payment remaining. The student will receive an award for one semester/term and the award will be prorated based on the remaining check counts. The system will not accept award adjustments. Institutions will have to adjust their semester/term award amount to reflect the same amount indicated in the verification file or on the web.

If the student's check count is less than three for a semester institution or less than two for a term institution, the student is no longer eligible for funds. Prorated awards will not be made.

Minimum Awards: Although initial awards have a minimum of \$100 a year, award adjustments may reduce an award to less than \$100.

Change In Budget: Initial awards are based on institutional budgets. The student is assigned a budget based on the grade level reported on the FAFSA. To change a student's budget, use the on-line monitoring form, section C on the paper form, or Excel column AQ on the verification file. Enter the correct budget code number as defined on your institutional update page, and the award will be reevaluated.

Community college awards are based on the in-district cost of attendance. If a student is initially awarded at the in-district rate but is a non-resident, the financial aid office will need to correct the budget code to nine and the award will be reevaluated. If the student has not been awarded, the community college will need to provide OSG with a list of non-resident students. Once the FAFSA is received, the student's budget code will be changed to the non-resident code of nine. Institutions who report special budgets, budget codes 10-15, must provide OSG with a list of students (name and social security number) who are enrolled in each special program. Once a FAFSA is received, the student's budget code will be updated to reflect the appropriate program.

School Overrides: Institutions have two options in reporting EFC changes to the State. The first option is to use the FAFSA. The second option is to use the on-line monitoring form, section D on the paper form, or Excel columns AS, AT, AU, and AV on the verification file. When using the second option, institutions must report the following.

For dependent students, parent's contribution from income and assets, student's contribution from income, student's contribution from assets, and the revised federal EFC.

For independent students, the revised federal EFC.

Cancel Award
For Ineligible Student:

To cancel an ineligible student's award, see the on-line monitoring form or section E of the paper form. To cancel an award on the verification file, enter the correct number in Excel column AW. The award will be canceled for the current semester/term and for the remainder of the academic year. If you want to save semester/term 1, use the semester/term 2 verification file or select 2nd for the enrollment period on the monitoring form.

Note: The full-year award must be canceled if student does not meet statutory requirements, even after disbursement of funds.

The following is the list of the reasons for cancellation. The number associated with the cancel reason represents the number used for the verification file. If a number does not appear, it does not apply to the Michigan Competitive Scholarship program.

1. Student enrolled in a religious program. Program legislation states that students enrolled in a course of study leading to a degree in theology, divinity, or religious education are not eligible.
2. Student enrolled in graduate program (CS/Law). Students must be pursuing an undergraduate degree.
3. Incarcerated. Program legislation states that students who are incarcerated are ineligible for an award.
4. Student Deceased.
5. Student Declined Award. A student may wish to decline an award and save eligibility for a later term, especially if the amount is low due to need or other gift aid.
6. Withdrawal/Did not enroll for year. This is to be used for students who did not enroll or withdrew with a full refund.
7. Student did not complete verification. Students who fail to respond to an institution's requests for verification documentation are not eligible for program funds.
8. Did not meet Michigan residency. If verification indicates student does not meet Michigan residency requirements, the award must be canceled.
9. Loan in Default. Student cannot be in default on a federal student loan.
10. Receipt of Additional Aid/Resources. Institutions may wish to use this in place of the Other Aid sections if the student's award will be canceled for the full-year.
11. Does not meet citizenship requirements. Students who are not a U.S. citizen, permanent resident, or approved refugee are not eligible for program funds.
12. Cancellation by Institution. If a student is ineligible for multiple reasons, institutions can use this cancel reason.
13. Not a High School Graduate. Students who do not have a high school diploma, GED, or meet the Ability to Benefit criteria are not eligible for program funds.

Note: Answering yes to the FAFSA question on being convicted of possessing or selling illegal drugs does not affect eligibility in this program.

Tuition & Fees
Specific Awards:

The State award is restricted to tuition and fees only. If a student receives an additional tuition and fees specific award, the combination of the State award and other tuition and fees awards may not exceed need or tuition and fees, whichever is less:

Example:

a. Tuition & Fees	\$ 5,000
b. Tuition & Fees Specific Other Aid	<u>\$ 4,500</u>
c. Revised Need (a minus b)	\$ 500

Institutions can report tuition and fees specific amounts for the entire year or by semester/term. If reporting by semester/term, check the Term Only box located on the on-line and paper monitoring form or indicate "Y" in column AZ on the verification file. If reporting for the entire year, the enrollment period should be marked as 1st.

Other Financial Resources:

Initial awards may be reduced or canceled when a student has other financial resources, including scholarships, grants, veterans' education benefits, tuition reimbursement programs, and the Michigan Education Trust (MET) program. When the institution is informed of the value of the MET, reevaluation is computed the same as if the student had another award. However, current boilerplate language approved by the Michigan legislature states that Competitive Scholarship recipients whose tuition and fees are paid by the MET and who still have financial need may use the Competitive Scholarship for educational expenses other than tuition and fees.

The following are not considered other financial resources:

- Michigan Merit Award program
- Educational loans/Conditional loans
- Work-study
- Part-time employment
- Michigan Education Savings Plan

It is the institution's responsibility to monitor a student's total financial resources and adjust State awards whenever overawarding occurs. Adjustments are made to the on-line monitoring form, section F or G of the paper form, or in Excel columns AX, AY, AZ, and BA through BE on the verification file.

Other resources may equal a student's additional need plus a \$300 buffer without affecting the State award. If the other resources are greater than the additional need plus the buffer, the State award must be reduced or canceled. To evaluate the effect of other resources on a State award, subtract the Calculated EFC from the institutional budget. The institutional budget may differ from that used in determining the student's initial award. Because institutions must report their budget figures to the State in late February, most institution's Board of Trustees have not met to set the new tuition and fee amounts. Institutions may use the budget that reflects the increased cost of attendance as approved by the Board of Trustees.

Example:

a. State Budget	\$ 12,500
b. Calculated EFC	<u>\$ 7,740</u>
c. Need (a minus b)	\$ 4,800
d. Other resources	<u>\$ 4,500</u>
e. Demonstrated need (c minus d)	\$ 300
f. Buffer	<u>\$ 300</u>
g. Revised need (e plus f)	\$ 600

If the student's award is greater than the revised need, the award is reduced to \$600. The revised State award cannot be higher than the initial award. Institutions can report other financial resources for the entire year or by semester/term. If reporting by semester/term, check the Term Only box located on the on-line and paper monitoring form or indicate "Y" in column BE on the verification file. If reporting for the entire year, the enrollment period should be marked as 1st.

The revised need must be figured using both methods (Tuition & Fees Specific Awards and Other Financial Resources). Using the two previous examples, the student's revised need of \$500 for the tuition & fee specific award is less than the revised need of \$600 for the other financial resources; so the award must be reduced to \$500. When completing the monitoring form or the verification file, only complete the Tuition & Fees Specific section, because this section reflects the correct revised need.

Withdrawal After Enrollment: When a student withdraws from school or drops credits during the institution's refund period, the State award may need to be reduced. Enter data in the on-line monitoring form, section J of the paper form, or in Excel columns BJ, BK, BL, BM, and BN on the verification file. This calculation applies to current term only. If you want to cancel subsequent terms, check the box next to the statement "Check here if remaining term(s) should also be cancelled" on the monitoring form. The student's award will be reduced based on the percent of the tuition and fees originally paid by the state award.

If the State refund needs to be adjusted due to the federal refund policy, enter a negative number on line g or in column BN.

Example:

a. Actual enrollment period tuition and fees:	\$ 8,000
b. Original State award for enrollment period:	<u>\$ 1,375</u>
c. Percent of tuition and fees paid by State award:	0.17
(b divided by a)	
d. Amount of tuition and fees refund:	<u>\$ 4,000</u>
e. Amount of reduction to the State award:	<u>\$ 680</u>
(d multiplied by c)	
f. Adjusted enrollment period State award	\$ 695
(b minus e)	
g. Adjustment to refund from Federal calculation:	<u>\$ -400</u>
h. Federal adjusted State award (f minus g):	\$ 1,095

This calculation uses conventional rounding rules of .50 or higher rounds up to the nearest dollar.

Note: If a student withdraws during the full-refund period, adjust the award by correcting the enrollment status.

Section F - Legislation

STATE COMPETITIVE SCHOLARSHIP PROGRAM Act 208 of the Public Acts of 1964, as Amended

An Act to grant scholarships to students enrolled in postsecondary education institutions; and to provide for the administration of the scholarship program.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

State competitive scholarships; establishment; purpose.

Sec. 1. State competitive scholarships are established by the state to foster the pursuit of postsecondary education and awarded to students showing promise of satisfactory completion of postsecondary study through competitive examinations and a continued satisfactory academic record in a course of study in an eligible postsecondary institution in this state.

State competitive scholarships; administration of program.

Sec. 2. The administration of this scholarship program shall rest with the higher education assistance authority created by Act No.77 of the Public Acts of 1960, being sections 390.951 to 390.960 of the Compiled Laws of 1948.

Competitive examinations, qualifying scores; scholastic achievement; certificates of recognition; renewal of scholarships; rules.

Sec. 3. (1) The authority shall conduct a competitive examination among eligible applicants for state competitive scholarships at times and places as determined by the authority. The authority may designate a competitive examination to be administered among eligible applicants for state competitive scholarships. The examination scores necessary to qualify for the competitive scholarship shall be established annually by the authority according to the funding available to meet the award levels established pursuant to section 6.

(1) The authority may also use scholastic achievement in determining award winners and shall issue appropriate certificates of recognition to persons awarded scholarships. The authority shall grant annual renewal of scholarships.

(2) Rules for the conduct of examinations for the award of scholarships and the procedures for the awarding of annual renewal scholarships shall be promulgated by the authority pursuant to Act No. 306 of the Public Acts of 1969, as amended, being sections 24.201 to 24.315 of the Michigan Compiled Laws. The authority shall define postsecondary institutions in the rules promulgated.

Eligibility of applicant for award of first-year scholarship; duration of scholarship.

Sec. 4. (1) An applicant is eligible for the award of a first-year scholarship if the authority finds that the applicant:

(a) Has resided continuously in this state for the preceding 12 months and is not considered a resident of any other state.

(b) Has graduated from a high school or is a student in good standing in a high school who will graduate at the end of the academic year, or an individual who has passed a graduate equivalency examination approved by the state board of education, or, if not a high school graduate, is recommended favorably by an appropriate educational institution as defined in rules promulgated by the authority.

(c) Except for the applicant for a graduate scholarship, based upon the state competitive scholarship examination, the applicant shows promise of satisfactorily completing a course of study at an approved postsecondary institution of the applicant's choice in this state. For an applicant for a graduate scholarship, the authority shall determine the examination standards for eligibility.

(d) Has complied with this act and the rules promulgated under this act by the authority.

(e) Is not incarcerated in a corrections institution.

(2) An applicant who the authority determines is eligible for award of a scholarship under this act shall complete using the scholarship within 10 years after his or her eligibility is determined.

First-year scholarships; number awarded; renewal; duration; limitation on appropriation; award of residual scholarships.

Sec. 5. (1) There shall be awarded for each academic year the number of first-year scholarships that may be financed through available money. Of this number not less than 3 scholarships shall be awarded to residents of each legislative district, and the balance of the scholarships shall be awarded to residents of the state at large

(2) Each scholarship described in subsection (1) shall be renewed by the authority upon application of the student awarded the first-year scholarship without further examination if the applicant remains eligible under sections 4 and 6 and is in compliance with rules promulgated by the authority.

(3) A scholarship may be renewed for not more than 10 semesters or its equivalent in trimester or quarters of undergraduate education, or the equivalent as determined by the authority for less than full-time but more than half-time students.

(4) Beginning after October 1, 1988, a scholarship may be awarded for not more than 6 semesters or its equivalent in trimesters, quarters or terms of graduate education, or the equivalent as determined by the authority for less than full-time but more than half-time students. Money shall not be appropriated for purposes of this subsection for any fiscal year unless the amount appropriated under this act for that fiscal year for state competitive scholarships for undergraduate education equals or exceeds the amount appropriated for the state competitive scholarship program for the fiscal year ending September 30, 1987.

(5) A residual scholarship shall be awarded to a qualifying applicant who does not receive an initial scholarship award, but who may be eligible for an award later in the year or during an academic year when initial recipients relinquish their scholarship awards.

State competitive scholarships; award of honorary scholarships, publication of names.

Sec. 5 (a) The authority may award honorary scholarship certificates to those applicants who would otherwise be eligible for a scholarship under this act but because of the lack of financial need are not eligible for a monetary scholarship. The names of the recipients of such awards shall be published the same as the names of the winners of monetary scholarships.

Duration and amount of first-year scholarships.

Sec. 6. Each first-year scholarship is for a period of 1 academic year and the scholarship award shall not exceed the amount of tuition and fees for the full academic year as reported by the approved institution in which the applicant is enrolled, or an amount as the authority finds appropriate in relation to the applicant's own financial resources other than wages that may be due the applicant for part-time work performed by the applicant during the academic year, whichever is the lesser. For the purposes of determining the dollar amount of the scholarship, the financial resources of the applicant shall include the cash or equivalent resources of the applicant's parents available for the postsecondary education of the applicant, and allowance shall be made for other members of the applicant's family enrolled in an approved institution of postsecondary education, pursuant to rules adopted by the authority. If the amount of appropriated funds is insufficient to provide each student with the scholarship amount for which the student is eligible, the authority shall establish a maximum scholarship level for that academic year. Renewal scholarships shall not be less than the initial first-year scholarship awards unless predicated by changes in student or family financial resources.

Choice of institution or course of study; exception accepting or continuing enrollment; notice; reports.

Sec. 7. (1) An applicant awarded a first-year scholarship or a renewal scholarship is not restricted in the choice of the institution in this state which he or she desires to attend if the institution is an eligible postsecondary institution under rules promulgated by the Michigan higher education assistance authority, except that a student shall not use a scholarship award at an institution whose primary purpose is to prepare students for ordination or appointment as a member of the clergy of a church, denomination, or religious association, order, or sect. An applicant awarded a

first-year scholarship or renewal scholarship is not restricted in the choice of the course of study he or she wishes to pursue.

(2) An approved institution chosen by the applicant shall not be required to accept the applicant for enrollment, or once having admitted the applicant, to continue the applicant's enrollment. The approved institution accepting the enrollment of a state competitive scholarship award winner shall notify the authority of the recipient's enrollment and shall submit annually to the authority reports which are required and necessary to administer this act.

Basis for award.

Sec. 8. State competitive scholarships shall be awarded by the authority on the basis of merit and financial need and without regard to race, religion, sex, color, or national origin.

Rules; reports by applicants; certification; payments.

Sec. 9. The authority shall promulgate rules prescribing the reports to be made by the applicants awarded state competitive scholarships or annual renewal scholarships and the postsecondary institutions enrolling the applicants. Before payment of a state competitive scholarship or annual renewal scholarship is made to the applicant, the applicant shall certify in writing the name of the approved institution in which the applicant is enrolled and the applicant's intention to use the scholarship to pay for the tuition and fees to the approved institution. Prorated payments shall be made at the beginning of each semester or term to the student or to the postsecondary institution for credit to the student's account.

Higher education assistance authority; acceptance of gifts; annual reports.

Sec. 10. The authority may accept gifts, grants, bequests, donations and devises, from whatever sources, or real, personal or mixed property and moneys for the purposes described in this act. The authority shall prepare an annual report of all gifts, grants, bequests, donations and devises for the governor and the legislature.

Allotment of scholarships to high schools; eligibility of students; implementation of awarding procedures; award of remaining scholarships.

Sec. 11. (1) Four scholarships shall be allotted to each class "A" high school, 3 to each class "B" high school, 2 to each class "C" high school, and 1 to each class "D" high school. Scholarships allotted to a high school shall be awarded to those students having the highest competitive examination score and otherwise meeting all eligibility requirements of this act, including that of demonstrating financial need. The awarding of scholarships through this procedure shall be implemented only after sufficient additional funds are appropriated so as to not displace any student eligible for an award through the other awarding procedures established by this act.

(2) The remaining scholarships shall be awarded on a statewide, competitive basis.

Enabling Statute: Act No. 208 of the Public Acts of 1964, approved May 22, 1964

Amendments:

Act 153 of the Public Acts of 1965
Act 103 of the Public Acts of 1966
Act 141 of the Public Acts of 1966
Act 186 of the Public Acts of 1966
Act 65 of the Public Acts of 1970
Act 27 of the Public Acts of 1973

Act 415 of the Public Acts of 1976
Act 428 of the Public Acts of 1976
Act 294 of the Public Acts of 1977
Act 48 of the Public Acts of 1979
Act 500 of the Public Acts of 1980
Act 270 of the Public Acts of 1986

Section G - Administrative Rules

Competitive Scholarship Program

(By authority conferred on the higher education assistance authority by section 3 of Act No. 208 of the Public Acts of 1964, as amended, being §390.973 of the Michigan Compiled Laws)

R 390.1551 Definitions.

Rule 1 As used in these rules:

- (a) "Academic year" means that period beginning August 1 and ending by June of the following year for colleges with 8 or 9-month calendars or August 1 to July 31 for colleges with 12-month calendars.
- (b) "Act" means Act No. 208 of the Public Acts of 1964, as amended, being §390.971 et seq. of the Michigan Compiled Laws.
- (c) "Authority" means the Michigan higher education assistance authority.
- (d) "Award" means a competitive scholarship award.
- (e) "Class A high school," "class B high school," "class C high school," or "class D high school" means a high school with enrollment classifications designated by the Michigan high school athletic association.
- (f) "Default" means failure to comply with the terms of a loan guaranteed by the authority so that the authority finds it necessary to reimburse the original lending institution for the balance of the loan.
- (g) "Full-time" means a student who is enrolled for 12 or more semester credit hours or equivalent in trimester or quarter hours or the equivalent of 24 semester hours or 36 quarter hours per academic year for institutions using credit hours to measure progress, but not using semester, trimester, or quarter hours.
- (h) "Part-time" means a student who is enrolled for not less than 6, but not more than 11, semester credit hours, trimester hours, or equivalent in quarter hours or at least 1/2 the credit defined as full-time in subdivision (g) of this rule.
- (i) "Parent" means the mother, father, mother and father, or adoptive parents.
- (j) "Postsecondary institution" means either a Michigan postsecondary institution listed in the federal publication entitled "Postsecondary Institutions Eligible For The Pell Grants Program" or a Michigan postsecondary institution eligible to be listed in the publication entitled "Directory of Institutions of Higher Education," published by the Michigan department of education.
- (k) "Renewal applicant" means an applicant for an award who received such an award for any enrollment period during the previous academic year.
- (l) "Residual applicant" means an applicant who, for any reason, failed to receive monetary award assistance through this program during the previous academic year.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1552 Administration of program.

Rule 2. The authority shall administer competitive scholarships to eligible students registered as undergraduate or graduate students.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1553 Applicant qualification; examination.

Rule 3. (1) An applicant is eligible for an undergraduate scholarship if he or she qualified on the Michigan competitive scholarship examination. The examination shall be administered on dates designated by the authority.

(2) The qualifying examination score shall be established annually by the authority.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1554 Eligibility.

Rule 4. (1) An undergraduate applicant is eligible for an award when the authority finds that the applicant meets the requirements of sections 4 and 7 of the act and meets all of the following requirements: (a) Has resided continuously in this state for the preceding 12 months and is not considered a resident of any other state. A student who is not a United States citizen shall be a holder of the I-151 or I-551 immigration identification card signifying permanent residency in the United States. A refugee who meets the 12-month state residency requirement may be eligible for award consideration.

(b) Has graduated from a high school or meets 1 of the following requirements:

(i) Is a student in good standing in a high school and will graduate at the end of the academic year.

(ii) Is a high school student who completes all high school requirements before the student's class is scheduled to graduate and is recommended by the high school.

(iii) Is a high school dropout who does not have a high school diploma, whose class has graduated, and who is recommended by the college.

(iv) Is a high school dropout who does not yet have a high school diploma, whose class has not graduated, and who is recommended by the high school last attended.

(c) Has not defaulted on a loan guaranteed by the authority. Exceptions may be made if a defaulted borrower has made satisfactory repayment arrangements on the defaulted amount of the loan as determined by the authority.

(2) A graduate student is eligible for an award if the requirements in subrule (1)(a) and (c) are met.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1555 Honorary scholarship certificate.

Rule 5. An undergraduate applicant is eligible for an honorary scholarship certificate if the applicant qualified on the designated competitive scholarship examination administered on dates designated by the authority.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1556 Monetary scholarship award; eligibility.

Rule 6. An applicant is eligible for a monetary scholarship award when a qualifying applicant's financial resources show a monetary need for such a scholarship as determined by the authority.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.1557 College enrollment.

Rule 7. An applicant is eligible for an award when the authority determines that the applicant has actually been accepted for enrollment at a Michigan college or university as approved by the department of education.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1558 Full- or part-time status.

Rule 8. (1) An applicant is eligible for a scholarship if the applicant is enrolled or accepted for enrollment as a full-time student.

(2) An applicant may be eligible for a competitive scholarship if enrolled or accepted for enrollment as a part-time student for at least half-time, but less than full-time, credit.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1559 Application deadline date.

Rule 9. An applicant is guaranteed scholarship consideration only if the applicant meets the deadline date established by the authority. An applicant who submits application materials after the deadline date may be considered if funds are available to assist students who submit late materials.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.1560 Distribution of awards.

Rule 10. (1) Scholarship awards to high school seniors shall be distributed first by legislative district, which shall include not less than 3 awards for each of the representative and senatorial districts, if students qualify.

(2) Four scholarships shall be allotted to each class A high school, 3 to each class B high school, 2 to each class C high school, and 1 to each class D high school. Scholarships allotted to a high school shall be awarded to those students who have the highest competitive scholarship examination score and otherwise meet all eligibility requirements.

(3) The remaining scholarships shall be awarded statewide on a competitive basis in descending test score order.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1561 Tuition and fees.

Rule 11. Scholarship awards are to be used to defray the costs of tuition and fees. Tuition and fee charges are defined as those charges required of all students who enroll at an institution and which have been promulgated in the catalog of the institution, and which are certified by the institution prior to the scholarship recipient's enrollment. A deadline date is set each year by the authority for receiving increases in tuition and fee charges.

History: 1979 ACS 2, Eff. Mar. 22, 1980.

R 390.1562 Payment of scholarship awards.

Rule 12. A scholarship recipient shall receive the award from the authority after certifying the name of the postsecondary institution in which the recipient is enrolled. Payment of scholarship awards shall be prorated and shall be forwarded to the postsecondary institution in which the recipient is enrolled. Payment shall be issued only after the postsecondary institution has certified that the student is still in good standing.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1563 Rescinded.

History: 1979 ACS 2, Eff. Mar. 22, 1980; rescinded 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1563a Institutional eligibility.

Rule 13a. (1) The eligibility of a degree-granting institution for listing in "The Directory of Institutions of Higher Education," published by the Michigan department of education, is required to be eligible for participation in the state competitive scholarship program.

(2) Michigan nonprofit, non-degree-granting postsecondary institutions shall be listed in the federal publication "Postsecondary Institutions Eligible For The Pell Grants Program" to be eligible for participation in the state competitive scholarship program. Additionally, such institutions shall be approved by the state board of education or the appropriate state of Michigan licensing agency, if applicable.

History: 1985 MR 8, Eff. Aug. 30, 1985.

R 390.1564 Transfer of recipient to another eligible institution.

Rule 14. A scholarship recipient who decides to transfer to an eligible institution other than the one identified at the time of application may do so at any time. Changes in college plans which require receiving a larger state scholarship shall be honored to the extent that funds are available. A scholarship award shall be decreased in amount if necessitated by a reduced budget or reduced tuition and fee charges of the applicant's revised institutional choice.

History: 1979 ACS 2, Eff. Mar. 22, 1980.

R 390.1565 Release of award amounts to institution; dismissal or withdrawal of recipient from institution.

Rule 15. (1) A scholarship recipient shall release scholarship award amounts to the institution in order that the institution concerned may refund any allowable amount directly to the authority if the student withdraws from college.

(2) A scholarship recipient who is dismissed or leaves a postsecondary institution before completion of a full enrollment period and who is not eligible for a postsecondary institution refund does not have to repay to the authority the amount of the scholarship award which was issued for that enrollment period.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1566 Failure of recipient to enroll; refund.

Rule 16. A scholarship recipient who does not enroll in a postsecondary institution after receiving an award will have the full amount of the award cancelled.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1567 Reinstatement and relinquishment of awards.

Rule 17. (1) A scholarship recipient who ceases to be enrolled at least half-time may request an award reinstatement upon returning to school during the same academic year for which the award was granted. The scholarship reinstatement is dependent upon the availability of funds and the continuing eligibility of the recipient.

(2) A scholarship recipient who relinquishes the award for any reason and does not return to school during the academic year for which the award was granted shall reapply to receive consideration for future academic years.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1568 Renewal awards.

Rule 18. Upon application by the student awarded a scholarship during the previous academic year, a scholarship shall be renewed by the authority without further examination if the applicant remains eligible and is in compliance with these rules. To be eligible for a renewal award, an applicant shall maintain a 2.0 cumulative average, which is equivalent to a cumulative C average, and maintain satisfactory academic progress. Each applicant shall submit the application materials which are required by the authority.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1569 Residual awards.

Rule 19. A qualified student who failed to receive an award the previous academic year may be eligible for a scholarship award during any year if funds are available after renewal awards have been granted.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1570 Amount of renewal awards.

Rule 20. A scholarship recipient who is eligible for a renewal scholarship may receive an amount that is more or less than the amount received during the previous year depending upon financial need, but the amount shall not be more than the maximum award for that academic year. In addition, the renewal scholarship recipient shall not receive less than the amount received during the previous year, unless the family financial circumstances or the applicant's financial circumstances have appreciably changed, according to a financial statement approved by the authority, or if the student transfers to a less expensive eligible postsecondary institution.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.1571 Recipient rosters; institution reports.

Rule 21. (1) Each postsecondary institution which has accepted scholarship recipients for enrollment shall be furnished a roster of recipients who indicated their intent to enroll at that institution. The institution shall certify that the scholarship recipient has actually enrolled at least half-time before disbursing the enrollment period payment. A duplicate copy of the roster shall be forwarded with the original and shall be used by the institution to indicate whether a scholarship recipient enrolled at least half-time. A copy of the completed roster shall be returned to the authority.

(2) Near the end of the academic year, each institution accepting scholarship recipients shall receive a roster mailed by the authority. The institution shall certify eligibility of renewal candidates and shall identify students who have achieved less than a 2.0 cumulative academic average and students who have not maintained satisfactory academic progress. Any recipient who has a cumulative academic average less than a 2.0 or who does not maintain satisfactory academic progress, as reported by the institution of latest attendance, is not eligible for a renewal award, but may become eligible as a residual applicant upon certification by the institution that the student has achieved a cumulative 2.0 average and is meeting the satisfactory academic progress requirement.

History: 1979 ACS 2, Eff. Mar. 22, 1980; 1985 MR 8, Eff. Aug. 30, 1985; 1991 MR 8, Eff. Aug. 30, 1991.

Michigan Tuition Grant Program

Section A - Program Summary

Program Title:	Michigan Tuition Grant Program
Enabling Legislation:	Act 313 of the Public Acts of 1966. (A copy of the law can be found in Section F)
Purpose:	The Tuition Grant is intended to provide students with increased access and choice to attend independent, degree-granting, nonprofit Michigan postsecondary institutions.
Funding Source	As appropriated in the Higher Education Appropriation Act.
Application Process:	All applicants must file a Free Application for Federal Student Aid (FAFSA). Priority will be given to students who apply before September 1. FAFSA information is automatically released to the state agency if the student's state of legal residence is Michigan. Students must file a Renewal FAFSA every year to be considered for the Tuition Grant.
Eligibility Criteria:	<p>Applicants must meet the specific program requirements as well as the following general conditions for eligibility:</p> <ul style="list-style-type: none">• Demonstrate financial need• Achieved a high school diploma, GED certificate, or meet the Ability to Benefit standards• Be a Michigan resident since July 1 of the previous calendar year• Be a U.S. citizen, permanent resident, or an approved refugee (according to federal regulations)• Attend an approved independent, degree-granting Michigan postsecondary institution• Enroll at least half time• Meet institution's satisfactory academic progress (SAP) policy• Not be pursuing a degree in theology, divinity, or religious education• Not be in default on an educational loan• Not be incarcerated.
Administrative Office:	Office of Scholarship and Grants Bureau of Student Financial Services P.O. Box 30462 Lansing, Michigan 48909-7962 (888) 447-2687 (toll free)

Section B - Program Administration

Participating Institutions:

Adrian College
Albion College
Alma College
Andrews University
Aquinas College
Ave Maria College
Baker College
Calvin College
Center for Humanistic Studies
Cleary University
College for Creative Studies
Concordia University
Cornerstone University
Cranbrook Academy of Art
Davenport University
Finlandia University
Grace Bible College
Great Lakes Christian College
Hillsdale College
Hope College

Kalamazoo College
Kendall College of Art & Design - FSU
Kettering University
Lawrence Technological University
Lewis College of Business
Madonna University
Marygrove College
Michigan Jewish Institute
Northwood University
Olivet College
Reformed Bible College
Rochester College
Sacred Heart Major Seminary
Siena Heights University
Spring Arbor University
St. Mary's College
University of Detroit Mercy
Walsh College
William Tyndale College

College Records Retention:

For audit purposes, financial aid offices need to retain records in accordance with federal guidelines.

Section C - Campus Allocation

Section D - Student Eligibility

Enrollment Status

Initial awards are based on full-time enrollment. Awards for part-time students are reduced using the on-line monitoring form, section I on the paper form, or in Excel column BI on the verification file. These reductions are done on a term-by-term basis. Students enrolled at 3/4 time receive 75% of the original award. Students enrolled 1/2 time receive 50% of the original award. Students enrolled less than 1/2 time are not eligible. Part-time award reductions follow conventional rounding rules, .50 or higher rounds up to the nearest dollar.

Undergraduate Study

Full-time enrollment is 12 or more credit hours.

3/4-time enrollment is 9-11 credit hours.

1/2-time enrollment is 6-8 credit hours.

Graduate Study

The institution determines the number of credit hours for full and part-time enrollment.

Satisfactory Academic Progress (SAP)

Students who do not meet institutional satisfactory academic progress (SAP) policy are not eligible for this program. SAP adjustments are made using the on-line monitoring form, section H on the paper form, or in Excel column BG or BH on the verification file. Award adjustments, cancellations, and reinstatements affect the current term and subsequent terms. Students who raise their SAP to eligible standards based on summer school work may receive a full-year award if funds are available. Students who raise their SAP to eligible standards mid-year may receive an award for the remainder of the academic year if funds are available.

Residency Policy:

The residency of a dependent student follows that of the student's parent(s). A dependent student's parent(s) must have maintained continuous Michigan residency for 12 months, beginning July 1 of the preceding calendar year. An independent student, as defined by federal guidelines, is considered a Michigan resident if the student has continuously resided within Michigan for the previous 12 months, beginning July 1 of the preceding calendar year. An independent student's domicile must be within Michigan. A student meets the Michigan Residency Policy and no additional documentation is required if:

1. The student graduates from a Michigan high school and enters college the same year.
2. The student, having been determined to be a Michigan resident, maintains college enrollment with never more than a 12-month break at the institution of attendance or other Michigan postsecondary institution.
3. The student completes the FAFSA questions that relate to residency and the institution verifies that the following guidelines are met

For dependent students, the student is considered a Michigan resident if the parent(s) have maintained continuous Michigan residency for 12 months, beginning July 1 of the preceding calendar year. To determine if the student meets this requirement, refer to the FAFSA questions that relate to the parent's state and date of legal residence.

For independent students, the student is considered a Michigan resident if the student has maintained continuous Michigan residency for the previous 12

months, beginning July 1 of the preceding calendar year. To determine if the student meets this requirement, refer to the FAFSA questions that relate to the student's state and date of legal residence.

If the student does not meet one of the above conditions, then additional documentation is required. The following is a list of suggested documents institutions may use when trying establish a student's residency. Institutions need to assure that the documentation is properly signed, certified, pertains to the residency period in question, adheres to the policy listed above, and is maintained in institution records.

- Michigan tax return
- Federal tax return with Michigan address
- FIA Annual Income Statement
- Military/ministry personnel certificate or letter denoting Michigan residency
- Voter registration
- Michigan vehicle registration
- Michigan tax statement (with location same as residency address)
- Michigan driver's license (cannot be the sole document)
- Utility bills
- Rent receipts
- Property tax assessment or payment records
- Statements from a third party, such as a community official who has personal knowledge of the student's whereabouts for the period in question. (Note: Use of statement(s) is reserved for cases where preceding items are not available.)

Residency Exceptions

Michigan residents who temporarily leave the state for less than 12 months will immediately meet the residency requirements upon permanent return to the state. This applies to parents of dependent students and to independent students. The policy allows a 12-month grace period and permits continued eligibility.

If both parents of a dependent student have been Michigan residents and both parents leave the state, the student is eligible to renew the award for one year provided the parents resided in Michigan during the calendar year of the award. If the parents moved out-of-state during the preceding calendar year, the student is not eligible to renew the award.

Examples:

- a. If dependent student's parents moved out-of-state after July 1 but before December 31 of the award year, the student is not eligible to renew the award in the following year.
- b. If dependent student's parents moved out-of-state any time after January 1, the student's award may be renewed for that year.

Families who were Michigan residents prior to entering the military are considered Michigan residents as long as they retain Michigan as their legal state of residence. (Verification document is DD2058).

Military personnel who are not residents of Michigan can be considered residents provided they have resided in Michigan since July 1 of the year prior to the award period. Eligibility terminates the year after they leave Michigan.

Parents required to travel extensively or who remain out-of-state or abroad, such as those temporarily transferred by an employer and those in the ministry or military service, may be considered residents if they maintain Michigan as their place of permanent residency.

Section E - Award Determination and Adjustments

Award Amount	<p>The maximum award amount is determined each year and must be approved by the appropriate Authority. The OSG will notify institutions yearly of award amounts. Awards are issued to eligible applicants based on demonstrated financial need. If financial need is demonstrated, the applicant can receive up to the designated maximum award, the cost of tuition and required fees, or financial need, whichever is the least of the three.</p> <p>Graduate level students are eligible to receive the Michigan Tuition Grant. Similar to the undergraduate award maximums, institutions will be notified of the maximum award amount. The applicant's award is the least amount of cost of tuition and required fees, financial need, or the maximum award amount.</p> <p>Tuition Grant summer awards are not made due to appropriation rollover provisions for this program.</p>
Longevity	<p>An undergraduate Tuition Grant may be renewed until the completion of a Bachelor's degree or the maximum payment of 10 semesters or 15 terms of full-time undergraduate study. Payments (check count) are prorated for part-time enrollment. (See check count description in Definitions section.)</p> <p>A graduate student may receive Tuition Grant assistance for no more than 6 semesters or 9 terms of study. Legislation extends graduate eligibility to 8 semesters for students enrolled in the University of Detroit Mercy Dental Program.</p> <p>If a student possessing a degree at a given academic level enrolls for a second degree at the same academic level, the student may continue to receive a Tuition Grant up to the maximum undergraduate or graduate check count eligibility. If the student enrolls for a second degree at a lower academic level, the student is not eligible to receive a Tuition Grant.</p> <p>Examples:</p> <ol style="list-style-type: none">1. A student received a bachelor's degree using 8 semesters of aid and returns for a second bachelor's degree. The student may receive 2 more semesters of assistance as an undergraduate for a total of 10 semesters.2. A student received a bachelor's degree using 8 semesters of aid and returns for an associate degree. The student is not eligible for an undergraduate Tuition Grant because he/she is not pursuing a second bachelor's degree.
Expected Family Contribution	<p>In the Tuition Grant program, the Expected Family Contribution (EFC) is based on the federal methodology. Because program demands far exceed resources, the Authority has approved increasing the federal EFC. This is done by including a minimum student income contribution and by inflating the EFC by a specified percentage.</p> <p>The minimum student income contribution is:</p> <p>\$900 for dependent freshman (grade levels 0 or 1) \$1,100 for dependent upperclassman (grade levels 2 through 5) \$1,500 for all independent students</p> <p>Data from the student's Free Application for Federal Student Aid (FAFSA) is compared to the minimum student income contribution with the higher value being used as the student income contribution. For independent students, the higher value represents their Calculated EFC. For dependent students, the higher value is added to the student's asset contribution and the student's parent contribution to</p>

derive the Calculated EFC.

Once the Calculated EFC is determined, it is inflated by 25%, which is the current percentage approved by the Authority. The new EFC, which is determined by multiplying the Calculated EFC by 1.25, is called the Factored EFC.

Examples:

A dependent freshman student showing a student income contribution of zero and a student asset contribution of \$1,000. Since the student income contribution is less than the \$900 minimum student income contribution for a dependent freshman, the student's income contribution becomes \$900 for a total income and asset contribution of \$1,900. The \$1,900 student income and asset contribution is added to the student's parent contribution of \$5,000 for a Calculated EFC of \$6,900. The Calculated EFC of \$6,900 is then multiplied by 1.25 for a Factored EFC of \$8,625.

A dependent upperclassman student showing a student income contribution of \$2,000 and a student asset contribution of \$1,000. Since the student income contribution is more than the \$1,100 minimum student income contribution for a dependent upperclassman, the student's income contribution remains at \$2,000 for a total income and asset contribution of \$3,000. The \$3,000 student income and asset contribution is added to the student's parent contribution of \$2,000 for a Calculated EFC of \$5,000. The Calculated EFC of \$5,000 is then multiplied by 1.25 for a Factored EFC of \$6,250.

An independent student showing a student income and asset contribution of \$1,000. Since the student's income and asset contribution is less than the \$1,500 minimum income contribution for an independent student, the student's income and asset contribution becomes \$1,500 which represents the student's Calculated EFC. The Calculated EFC of \$1,500 is then multiplied by 1.25 for a Factored EFC of \$1,875.

To assist you in knowing the basis for State award calculations, all verification files will show the Calculated EFC, which includes the minimum student contribution, in column AG. The Factored EFC used to determine need will appear in column AH.

Award Computation

Each year, all eligible postsecondary institutions must submit their budgets by the specified budget date (see Budget section). When State awards are determined, financial need is computed by subtracting the Factored EFC from the applicable budget. This calculation applies to both dependent and independent students. The difference between the Factored EFC and the budget is the State need.

The State need is used to determine the student's eligibility for the Tuition Grant. All initial awards are based on full-time enrollment for 2 semesters or 3 terms of the academic year. A Competitive Scholarship student attending a private institution can receive the same maximum award as a Tuition Grant student, and any amount over the Competitive Scholarship maximum is drawn from Tuition Grant funds.

OSG calculates initial awards. When the semester/term breakdown is uneven, the higher amount goes to the first pay. An initial award of \$501 pays term 1 at \$251 and term 2 at \$250.

Maximum Award

A student may receive the maximum of tuition and required fees, State need, or program maximum awards, whichever is least. Program maximum awards are set annually.

Minimum Award

If the student's need is from \$1 to \$99, the student will be awarded \$100 for the first semester of enrollment.

Partial Awards	Students who are near the end of their award eligibility in the program may receive a partial award. Regulations governing the Tuition Grant program limit a student's eligibility to 10 semesters or 15 terms of undergraduate assistance and 6 semesters or 9 terms of graduate assistance. Graduate dental students may receive 8 semesters of aid. (See an explanation of check count in the Definitions section.)
Prioritizing Awards	Awards are offered to all eligible applicants who file applications by September 1, as provided for by the annual State appropriations bill. Additional awards are offered to late applicants as funds permit. In the event funds are insufficient for all eligible applicants at the time of awards, priority will be given to those with the greatest financial need.
Award Adjustments	Award adjustments may be entered on the on-line Monitoring & Adjustment Form, sent to OSG on a paper monitoring form, or entered on the verification file. Problems with an electronic or on-line award adjustment should be reported to the support staff at mailto:Treas_MISO_Support@michigan.gov
Wait List	Awards may be reduced at any time. Award increases or reinstatements can be done prior to or during the first 30 days of a semester/term. The 30-day period is based on the start of term date provided on the institution's Budget/Term screen. Increases requested after this time period will go to a wait list. OSG will accept awards from the wait list if funds become available.
End Of Check Count	<p>A student can receive a maximum of 60 check counts of undergraduate assistance or 36 check counts of graduate assistance with graduate dental students receiving 48 check counts. Check counts are used to track the student's remaining semesters/terms of eligibility. Once a student's check count is less than six for a semester institution and less than four for a term institution, the student has less than a full-payment remaining. The student will receive an award for one semester/term and the award will be prorated based on the remaining check counts. The system will not accept award adjustments. Institutions will have to adjust their semester/term award amount to reflect the same amount indicated in the verification file or on the web.</p> <p>If the student's check count is less than three for a semester institution and less than two for a term institution, the student is no longer eligible. Prorated awards will not be made.</p>
Minimum Awards	Although initial awards have a minimum of \$100 a year, award adjustments may reduce an award to less than \$100.
Change In Budget	<p>Initial awards are based on institutional budgets. The student is assigned a budget based on the grade level reported on the FAFSA. To change a student's budget, use the on-line monitoring form, section C on the paper form, or Excel column AQ on the verification file. Enter the correct budget code number as defined on your institutional update page, and the award will be reevaluated.</p> <p>Institutions who have reported special budgets, budget codes 10-15, must provide us with a list of students (name and social security number) who are enrolled in the special programs. Once a FAFSA has been received, the student's budget code will be updated to reflect the appropriate program.</p>
School Overrides/Revised EFC	Institutions have two options in reporting EFC changes to the State. The first option is to use the FAFSA. The second option is to use the on-line monitoring form, section D on the paper form, or Excel column AS, AT, AU, and AV on the verification file. When using the on-line monitoring form, institutions must report the following.

- For dependent students, parent's contribution from income and assets, student's contribution from income, student's contribution from assets, and the revised federal EFC.
- For independent students, the revised federal EFC.

Cancel Award For Ineligible Student

To cancel an ineligible student's award, see the on-line monitoring form or section E of the paper form. To cancel an award on the verification file, enter the correct number in Excel column AW. The award will be canceled for the current semester/term and for the remainder of the academic year. If you want to save semester/term 1, use the semester/term 2 verification file or select 2nd for the enrollment period on the monitoring form.

Note: The full-year award must be canceled if student does not meet statutory requirements, even after disbursement of funds.

The following is the list of the cancel reasons. The number associated with the cancel reason represents the number used for the verification file. If a number does not appear, it does not apply to the Michigan Tuition Grant program.

1. Student enrolled in a religious program. Program legislation states that students enrolled in a course of study leading to a degree in theology, divinity, or religious education are not eligible.
2. Student enrolled in graduate program (CS/Law). Law students are not eligible for Tuition Grant awards.
3. Enrolled in ineligible program due to a prior degree. If a student possessing a degree at a given academic level enrolls for a second degree at a lower academic level, the student is not eligible for Tuition Grant assistance.
4. Incarcerated. Program legislation states that students who are incarcerated are ineligible for an award.
5. Student Deceased.
6. Student Declined Award. A student may wish to decline an award and save eligibility for a later term, especially if the amount is low due to need or other gift aid.
7. Withdrawal / Did not enroll for year. This is used for students who did not enroll or withdrew with a full refund.
8. Student didn't complete verification. Students who fail to respond to an institution's requests for verification documentation are not eligible for program funds.
9. Did not meet Michigan residency. If verification indicates student does not meet Michigan residency requirements, the award must be canceled.
10. Loan in Default. Student can not be in default on a federal student loan.
11. Receipt of Additional Aid/Resources. Institutions may wish to use this in place of the Other Aid sections if the student's award will be canceled for the full-year.
12. Does not meet citizenship requirements. Students who are not a U.S. citizen, permanent resident, or approved refugee are not eligible for program funds.

13. Cancellation by Institution. If a student is ineligible for multiple reasons, institutions can use this cancel reason.
14. Not a High School Graduate. Students who do not have a high school diploma, GED, or meet the Ability to Benefit criteria are not eligible for program funds.

Note: Answering yes to the FAFSA question on being convicted of possessing or selling illegal drugs does not affect eligibility in this program.

Tuition and Fees Specific Awards

The State award is restricted to tuition & fees only. If a student receives an additional tuition & fees specific award, the combination of the State award and other tuition & fees awards may not exceed need or tuition & fees, whichever is less:

Example:

a. Tuition & Fees	\$ 5,000
b. Tuition & Fees Specific Other Aid	<u>\$ 4,500</u>
c. Revised Need (a minus b)	\$ 500

Institutions can report tuition and fees specific amounts for the entire year or by semester/term. If you are reporting by semester/term, check the Term Only box located on the on-line and paper monitoring form or indicate "Y" in column AZ on the verification file. If you are reporting for the entire year, the enrollment period should be marked as 1st.

Other Financial Resources

Initial awards may be reduced or canceled when a student has other financial resources, including scholarships, grants, veterans' education benefits, tuition reimbursement programs, and the Michigan Education Trust (MET) program. When the institution is informed of the value of the MET, the reevaluation is computed the same as if the student had another award. However, current boilerplate language approved by the Michigan legislature states that Tuition Grant recipients whose tuition and fees are paid by the MET and who still have financial need may use the Tuition Grant for educational expenses other than tuition and fees.

The following are not considered other financial resources:

- Michigan Merit Award program
- Educational loans/Conditional loans
- Work-study
- Part-time employment
- Michigan Education Savings Plan

It is the institution's responsibility to monitor a student's total financial resources and adjust State awards whenever overawarding occurs. Adjustments are made in the on-line monitoring form, section F or G of the paper form, or in Excel columns AX, AY, AZ, and BA through BE on the verification file.

Other resources may equal a student's additional need plus a \$300 buffer without affecting the State award. If the other resources are greater than the additional need plus the buffer, the State award must be reduced or canceled. To evaluate the effect of other resources on a State award, subtract the Calculated EFC from the institutional budget. The institutional budget may differ from that used in determining the student's initial award. Because institutions must report their budget figures to the State in late February, most institution's Board of Trustees have not met to set the new tuition and fee amounts. Institutions may use the

budget that reflects the increased cost of attendance as approved by the Board of Trustees.

Example:

a. State Budget	\$ 12,500
b. Calculated EFC	<u>\$ 7,740</u>
c. Need (a minus b)	\$ 4,800
d. Other resources	<u>\$ 4,500</u>
e. Demonstrated need (c minus d)	\$ 300
f. Buffer	<u>\$ 300</u>
g. Revised need (e plus f)	\$ 600

If the student's award is greater than the revised need, the award will be reduced to \$600. The revised State award cannot be higher than the initial award. Institutions can report other financial resources for the entire year or by semester/term. If you are reporting by semester/term, check the Term Only box located on the on-line and paper monitoring form or indicate "Y" in column BE on the verification file. If you are reporting for the entire year, the enrollment period should be marked as 1st.

You need to figure the revised need using both methods (Tuition & Fee Specific Awards and Other Financial Resources). Using the previous two examples, the student's revised need of \$500 for the tuition & fee specific award is less than the revised need of \$600 for the other financial resources; so the award must be reduced to \$500. When completing the monitoring form or the verification file, you would complete the Tuition & Fees Specific section only because this is the section that reflects the correct revised need.

Withdrawal After Enrollment

When a student withdraws from school or drops credits during the institution's refund period, the State award may need to be reduced. Enter data in the on-line monitoring form, section J of the paper form, or in Excel columns BJ, BK, BL, BM, and BN on the verification file. This calculation applies to current term only; if you want to cancel subsequent terms, check the box next to the statement "Check here if remaining term(s) should also be cancelled" on the monitoring form. The student's award will be reduced based on the percent of the tuition and fees originally paid by the State award.

If the State refund needs to be adjusted due to the federal refund policy, enter a negative number on line g or in column BN.

Example:

a. Actual enrollment period tuition and fees:	\$ 8,000
b. Original State award for enrollment period:	<u>\$ 1,375</u>
c. Percent of tuition and fees paid by State award:	0.17
(b divided by a)	
d. Amount of tuition and fees refund:	<u>\$ 4,000</u>
e. Amount of reduction to the State award:	<u>\$ 680</u>
(d multiplied by c)	
f. Adjusted enrollment period State award:	\$ 695
(b minus e)	
g. Adjustment to refund from Federal calculation:	<u>\$ -400</u>
h. Federal adjusted State award (f minus g):	\$ 1,095

This calculation uses conventional rounding rules of .50 or higher rounds up to the nearest dollar.

Note: If a student withdraws during the full-refund period, adjust the award by correcting the enrollment status.

Section F - Legislation

STATE TUITION GRANT PROGRAM Act 313 of the Public Acts of 1966, as Amended

An Act to award tuition grants to resident students enrolled in private, nonprofit institutions of higher learning; and to make an appropriation therefore.

THE PEOPLE OF THE State of Michigan ENACT:

Tuition grants; establishment; purpose; qualifications.

Sec. 1. Tuition grants are established by the state to foster the pursuit of higher education by resident students enrolled in independent nonprofit colleges or universities in the state, which have filed with the board of education a certificate of assurance of compliance with title 6 of the civil rights acts of 1964, Public Law 88-352, 77 Stat. 241, as in effect on January 1, 1966, whose instructional programs are not comprised solely of sectarian instruction or religious worship, and which are approved by the state board of education.

Tuition grant; administration; availability of grant; priority.

Sec. 2. The Michigan higher education assistance authority created by ACT No. 77 of the Public Acts of 1960, as amended, being sections 390.951 to 390.961 of the Michigan Compiled Laws, shall administer the grants which shall be available to each eligible resident student registered as an eligible undergraduate or graduate student. Priority shall be given to full-time students.

Tuition grants; application; eligibility; satisfactory academic progress; second degree.

Sec. 3. (1) Upon application of an eligible resident student, who has resided in this state continuously for the preceding 12 months, is not considered a resident of any other state is not incarcerated in a corrections institution and is registered in an independent nonprofit college or university in this state, as described in section 1, the Michigan higher education assistance authority shall grant an amount as provided for in this act for each semester of attendance. A student shall not be eligible for a grant for tuition and fees for more than 10 semesters of undergraduate education or its equivalent in trimesters, or equivalent as determined by the authority for less than full-time students; in not more than 6 semesters of graduate education, or its equivalent in trimesters; and in not more than 8 semesters in dental education, or its equivalent in trimesters.

(2) A student shall maintain satisfactory academic progress, as defined by the college or university in which the student is enrolled in order to remain eligible for the tuition grant under this act.

(3) If a student possessing a degree at a given academic level enrolls for a second degree at the same academic level, the authority shall include tuition grants received by the student when enrolled for the previous degree at the same level in determining the student's eligibility pursuant to subsection (1).

Tuition grants; determination of amount; evaluation of family's financial resources; grants for religious studies prohibited; payments.

Sec. 4. (1) The amount of the grant to be paid for each semester or trimester shall be determined by the Michigan higher education assistance authority based upon an evaluation of the family's financial resources. In determining financial resources the authority shall use the same criteria as used in Act No. 208 of the Public Acts of 1964, as amended, being sections 390.971 to 390.981 of the Michigan Compiled Laws. The evaluation shall make allowance for other members of the applicant's family enrolled in an approved institution of higher education.

(2) A grant shall not be made under this act to a student who is enrolled in a program of study leading to a degree in theology, divinity, or religious education.

(3) Prorated payments shall be made at the beginning of each semester or term to the student or to the college or university for credit to the student's account.

Tuition grants; maximum amount or grant level.

Sec. 5. Each tuition grant shall not exceed the amount of tuition and fees for the full academic year as reported by the college or university in which the applicant is enrolled, or an amount the Michigan higher education assistance authority finds appropriate in relation to the family's financial resources, whichever is the lesser. If there are not sufficient appropriated funds to provide each student with the grant amount for which the student is eligible, the Michigan higher education assistance authority shall establish a maximum grant level for that academic year.

Rules.

Sec. 6. The Michigan higher education assistance authority shall promulgate rules to carry out this act pursuant to Act No. 306 of the Public Acts of 1969, as amended, being sections 24.201 to 24.315 of the Michigan Compiled Laws.

Effect of receiving state competitive scholarship; increasing state competitive scholarship award.

Sec. 7. Effective of receiving state competitive scholarship authorized by Act 208 of the Public Acts of 1964, as amended, is not eligible to receive a tuition grant concurrently. However, the state competitive scholarship award of a student enrolled in an independent nonprofit college or university may be increased with funds from the tuition grant program under this act up to the level of the maximum tuition grant award as provided in section 5, if the maximum tuition grant award is greater than the maximum competitive scholarship award in a given year.

Effect of receiving private scholarships.

Sec. 7a. If a student receives other scholarship awards by a private, nonprofit institution of higher learning covering full tuition and fees, he is not eligible for a tuition grant. If a student receives other scholarship awards by a private nonprofit institution of higher learning covering only a portion of his tuition and fees, the student may qualify for a proportionate tuition grant in accordance with the provisions of the act.

Enabling Statute: Act No. 313 of the Public Acts of 1966, approved August 1, 1966

Amendments:

Act 339 of the Public Acts of 1968
Act 313 of the Public Acts of 1972
Act 452 of the Public Acts of 1976
Act 503 of the Public Acts of 1980

Act 179 of the Public Acts of 1971
Act 314 of the Public Acts of 1976
Act 295 of the Public Acts of 1977

Section G - Administrative Rules

Tuition Grants

(By authority conferred on the higher education assistance authority by section 6 of Act No. 313 of the Public Acts of 1966, as amended, being §390.996 of the Michigan Compiled Laws)

R 390.831 Definitions.

Rule 1. As used in these rules:

- (a) "Act" means Act No. 313 of the Public Acts of 1966, as amended, being §390.991 et seq. of the Michigan Compiled Laws.
- (b) "Authority" means the Michigan higher education assistance authority.
- (c) "Award" means a tuition grant award.
- (d) "Default" means failure to comply with the terms of a loan guaranteed by the authority so that the authority finds it necessary to reimburse the original lending institution for the balance of the loan.
- (e) "Full-time" means a student enrolled for 12 or more semester credit hours or equivalent in trimester or quarter hours or the equivalent of 24 semester hours or 36 quarter hours per academic year for institutions using credit hours to measure progress, but not using semester, trimester, or quarter hours.
- (f) "Independent, nonprofit college or university" means a Michigan independent college or university eligible for listing in the "Directory of Michigan Institutions of Higher Education," published by the Michigan department of education.
- (g) "Parent" means the mother, father, mother and father, or adoptive parents.
- (h) "Part-time" means a student enrolled for not less than 6, but not more than 11, semester credit hours, trimester, or equivalent in quarter hours or at least 1/2 the credit defined as full-time in subdivision (e) of this rule.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.832 Administrative responsibility.

Rule 2. The authority shall administer tuition grants to eligible students registered as undergraduate or graduate students.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC.

R 390.833 Eligibility; requirements.

Rule 3. An applicant may be considered for a tuition grant if the authority finds that the applicant meets all of the requirements specified in sections 3 and 4 of the act and the following requirements:

- (a) Has resided continuously in this state for the preceding 12 months and is not considered a resident of any other state. A student who is not a United States citizen shall be a holder of the I-151 or I-551 immigration identification card signifying permanent residency in the United States. A refugee who meets the 12-month state residency requirement may be eligible for tuition grant consideration.
- (b) Is registered in, or expresses intent to register in an independent, nonprofit college or university in this state which is eligible for participation in the tuition grant program.

(c) Has not defaulted on a loan guaranteed by the authority. Exceptions can be made if a defaulted borrower has made satisfactory repayment arrangements on the defaulted amount of the loan as determined by the authority.

(d) Has complied with the provisions of the act and the rules adopted by the authority.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.834 Eligibility; duration.

Rule 4. A student is not eligible for a grant for more than 10 semesters of undergraduate education or its equivalent; more than 6 semesters of graduate education or its equivalent; and for more than 8 semesters in dental education or its equivalent in trimesters. An applicant shall reapply yearly for renewal of this grant.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.835 Eligibility; financial resources of students and parents.

Rule 5. An applicant is eligible for a tuition grant award if the applicant's financial resources, including the cash or equivalent resources of the applicant's parents that are available for the applicant's higher education, as computed in accordance with the criteria utilized in the state competitive scholarship program authorized by Act No. 208 of the Public Acts of 1964, as amended, being §390.971 et seq. of the Michigan Compiled Laws, shows a monetary need for a tuition grant.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.836 Rescinded.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; rescinded 1985 MR 8, Eff. Aug. 30, 1985.

R 390.837 Rescinded.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; rescinded 1985 MR 8, Eff. Aug. 30, 1985.

R 390.838 Other awards.

Rule 8. (1) A student receiving a state competitive scholarship as authorized by Act No. 208 of the Public Acts of 1964, as amended, being §390.971 et seq. of the Michigan Compiled Laws, is not eligible to receive a tuition grant concurrently. However, the state competitive scholarship award of a student enrolled in an eligible tuition grant postsecondary institution may be increased with tuition grant funds up to the maximum tuition grant if the maximum tuition grant award is greater than the maximum Michigan competitive scholarship award.

(2) If a student receives other scholarship awards covering full tuition and fees specifically designated for that purpose, the student is ineligible for a tuition grant.

(3) A student holding a partial tuition award is eligible for a tuition grant not to exceed the difference between the other tuition award and the full cost of tuition.

(4) A tuition grant award is limited to an amount consistent with other awards and financial need as determined by the authority.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.839 Eligibility; acceptance for enrollment at institution required.

Rule 9. An applicant is eligible for a tuition grant if the authority determines that the applicant has actually been accepted for enrollment at an independent, nonprofit college or university approved by the state board of education for participation in this program.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.840 Eligibility; full- or part-time status.

Rule 10. (1) An applicant is eligible for a tuition grant if enrolled or accepted for enrollment as a full-time student.

(2) An applicant may be eligible for a tuition grant if enrolled or accepted for enrollment as a part-time student for at least half-time but less than full-time credit. The awards shall be determined as follows:

(a) The amount of a part-time tuition grant award shall be determined according to demonstrated financial need, using the tuition and fee charges to be assessed the student recipient, based upon the credit hours of enrollment.

(b) Part-time tuition grant award recipients shall be charged 1 enrollment period of award eligibility each time an award payment is issued.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.841 Eligibility; deadline dates.

Rule 11. An applicant is eligible for a tuition grant only if the applicant meets the deadline dates established by the authority. An applicant who submits application materials after the deadline may be considered if funds are available to assist students who submit late materials.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.842 Rescinded.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; rescinded 1991 MR 8, Eff. Aug. 30, 1991.

R 390.843 Priority of grants.

Rule 13. Grants shall be given first to students having the greatest financial need and then to those with the next greatest financial need, as determined by the authority, until available funds have been exhausted.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC.

R 390.844 Payment of tuition grants.

Rule 14. A tuition grant recipient shall be sent payment for the prorated amount of the award at the start of each enrollment period. The payment shall be sent in care of the financial aid office at the institution in which the recipient is enrolled.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC.

R 390.845 Failure to enroll.

Rule 15. A grant recipient who, after receiving a tuition grant payment, does not enroll in the institution at which the recipient registered shall have the full amount of the tuition grant cancelled.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.846 Transfers.

Rule 16. A tuition grant recipient may transfer to another institution at any time. To remain eligible for a tuition grant, however, the recipient shall enroll at an independent, nonprofit college or university in this state which meets the full requirements of this grant program.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1985 MR 8, Eff. Aug. 30, 1985.

R 390.847 Leave of absence.

Rule 17. (1) A tuition grant recipient who ceases to be enrolled at least half-time may request award reinstatement upon return to school as at least a half-time student during the same academic year for which the award was granted. The reinstatement of a tuition grant is dependent upon the availability of funds and the continued eligibility of the recipient.

(2) A grant recipient who relinquishes the tuition grant for any reason and does not return to school for the academic year for which the award was granted shall reapply to receive consideration for future academic years.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC.

R 390.848 Refunds.

Rule 18. A tuition grant recipient shall release grant amounts to the institution in order that the institution may refund any allowable amount directly to the authority if the student withdraws from the institution. A grant recipient who is dismissed or leaves the institution before the completion of a full semester and who is ineligible for a refund need not repay the authority the amount of the tuition grant.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC; 1991 MR 8, Eff. Aug. 30, 1991.

R 390.849 Residual awards.

Rule 19. A student who is ineligible for a first semester award or does not apply for a tuition grant for the freshman year may apply for consideration for the second enrollment period or in succeeding years. An application for a second enrollment period residual award shall be filed by the appropriate deadline date established by the authority. A residual award is contingent upon the applicant's meeting all eligibility requirements and the availability of funds at that time.

History: 1954 ACS 96, Eff. July 28, 1978; 1979 AC.

R 390.851–R 390.865 Rescinded.

History: 1954 ACS 48, Eff. Nov. 14, 1966; 1954 ACS 75, Eff. May 2, 1973; rescinded 1954 ACS 96, Eff. July 28, 1978.

Adult Part-Time Grant Program

Section A - Program Summary

Program Title:	Adult Part-Time Grant Program (APTG)
Enabling Legislation:	Public Act No. 102 of 1986
Administrative Rules:	R390.1751-R390.1759
Purpose:	The Adult Part-Time Grant Program was established by the state to enable public and non-public colleges to help eligible part-time, independent students meet undergraduate educational expenses. The primary criterion for award consideration is financial need.
Funding Source:	State general funds as appropriated annually in the Higher Education Appropriations Act.
Administrative Office:	Office of Scholarship and Grants Bureau of Student Financial Services P.O. Box 30462 Lansing, Michigan 48909-7962 (888) 447-2687 (toll free)

Section B - Program Administration

Institutional Eligibility	Degree-granting public or non-public colleges in Michigan approved by the Michigan State Board of Education and eligible for listing in the publication entitled "Directory of Michigan Institutions of Higher Education."
	College must participate in federal campus-based programs.
Authority Responsibilities	Allocate funds to colleges based on statute formula.
	Disburse funds to colleges.
	Designate need analysis standard.
	Promulgate rules, establish policies and interpret both.
	Provide technical assistance to colleges.
	Monitor program expenditures.
College Responsibilities	The Authority has established a scholarship and grant advisory committee whose duties include advising the Authority concerning policy issues for this and other student financial aid programs.
	Select eligible recipients.
	Award funds.
	Complete Allocation Survey.
	Complete Year-End Report.
	Report elements include:
	Students served
	Fund expenditures
	Other related data as may be needed for accounting or audit purposes.
	Return unencumbered funds to the Authority at the end of the fiscal year (by September 30). Return unencumbered funds promptly during the academic year for Authority reassignment to other institutions if no reawarding to other students is anticipated. Refund checks should be made payable to the "State of Michigan."
	Maintain a separate restricted account for funds and transactions pertaining to the program.
	Notify the Authority not later than February 1 preceding the fiscal year of funding if decision is made not to participate in the program.
	Identify the program on communications to the student. Example: If the college uses APTG funds to replace other financial aid already awarded, they must notify the student of the change.
College Records Retention	All program records including records of student eligibility, award adjustments, refund calculations, and cumulative grants made to each awardee at the college must be held in the financial aid office files and made available for audit purposes

upon request.

Maintain program records for a minimum of five (5) years from the date the college submits its fiscal year-end report.

Section C - Campus Allocations

Distribution Formula

The college's allocation for the fiscal year is proportionate to its number of APTG eligible students as reported in the APTG Allocation Survey.

Formula:

$$\begin{array}{ccc} \boxed{\begin{array}{c} \text{College} \\ \text{Eligible} \\ \text{Students} \end{array}} & \div & \boxed{\begin{array}{c} \text{Total Eligible} \\ \text{Students at all} \\ \text{Participating} \\ \text{Colleges} \end{array}} & = & \boxed{\begin{array}{c} \text{College \%} \end{array}} \\ \\ \boxed{\begin{array}{c} \text{College \%} \end{array}} & \times & \boxed{\begin{array}{c} \text{Annual State} \\ \text{Appropriation} \\ \text{for APTG} \end{array}} & = & \boxed{\begin{array}{c} \text{College} \\ \text{Allocation} \end{array}} \end{array}$$

The minimum college allocation is \$600.

Program regulations do not provide for an administrative cost allowance or a carry forward provision. APTG funds may be used only for APTG awards. Funds are not transferrable to any other financial aid program.

Authority staff will calculate and announce the preliminary allocation schedule as soon as feasible after (1) projected fiscal year budget figures become available, and (2) after the Allocation Survey data are available. Final allocation figures will be distributed subsequent to the formal approval of program appropriations.

Allocation Adjustments

Any increase of the initial college allocation will be made based on the availability of funds.

Payment Process

Payments are authorized by the Authority; warrants are issued from the Michigan Department of Treasury.

The college will receive prorated funds within the fiscal year as specified in the annual Higher Education Appropriations Act:

First quarter (Oct. - Dec.)	= 50%
Second quarter (Jan. - March)	= 25%
Third quarter (April - June)	= 25%

Section D - Student Eligibility

Dependency Status

A qualifying student must meet current guidelines for independent status as specified in current federal regulations.

Enrollment

To be eligible, a student must have been out of a high school program (other than GED or adult education) for at least two (2) years preceding the award period.

Recipients must be enrolled:

- Less than full-time, as defined by the college.
- For at least three (3) but no more than 11 semester or term hours. An equivalent ratio of credit hours may be used to determine part-time status for the summer term if less than 12 hours is considered full time.
- In an undergraduate degree/certificate program of at least nine (9) months duration; this includes courses that are applicable or transferrable to a baccalaureate or lower degree or certificate.
- In a program other than theology or divinity.

A student with a baccalaureate degree may qualify if he/she (1) is classified an undergraduate by the college, (2) pays undergraduate tuition rates, (3) is in a program that reflects a different course emphasis from the previous degree, and (4) meets all other program eligibility criteria.

Final enrollment status eligibility is determined by the "enrollment count date," a date each term which is left to the discretion of each college, is applied uniformly and is available in written form for audit purposes. The enrollment count date may be the same as the refund period ending date.

An award to a transfer student is dependent upon the student's eligibility and the availability of program funds at the receiving school.

Financial Need

A recipient must be in need of the funds for educational expenses (less other aid). See Award Computation (Section E).

Citizenship

U.S. citizenship or permanent U.S. residence is required.

Permanent resident status is documented by the recipient's INS I-151 or I-551 card.

Refugees are not eligible.

Loan Default

An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any Federal Title IV/V loan unless he/she has made satisfactory arrangements to repay the loan.

For program eligibility, satisfactory loan repayment requirements are the same as those set forth under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.

Satisfactory Academic Progress

An eligible student must be in compliance with the college's satisfactory academic progress (SAP) standard. The college must use a SAP standard consistent with the criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.

Non-incarceration

Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.

Residency

Michigan residency for the 12 months prior to the beginning of the award period is required.

Basis of residency for an independent student who meets current guidelines for independent status as specified in federal regulations:

1. Student must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
2. Student is not considered a resident of any other state.

Residency Documentation

(Effective 1997-98)

1. Additional documentation not required:
 - Student graduates from a Michigan high school and enters college same year.
 - Student, having been determined to be a resident, maintains college enrollment with never more than a 12 month break at the school of attendance or other Michigan college(s) or university(ies).
2. Additional documentation required if student does not meet conditions in item 1 of Residency Documentation section:
 - Free Application for Federal Student Aid (FAFSA) is acceptable documentation of residency if the applicable residency related items consistently show Michigan residency (either initially, or after follow-up on the FAFSA).
 - If applicable residency items in FAFSA are not consistent as above, one of the following documents is needed to establish residency:
 - Michigan tax return
 - Federal tax return with Michigan address
 - Social Services Annual Income Statement
 - Military/ministry personnel certificate or letter denoting Michigan residency

If FAFSA items "fail" and student cannot provide documentation as notated immediately above, professional judgment is in order. Through dialogue/counseling with the student or parent(s), the Financial Aid Officer (FAO) may reference records that support residency including:

- Voter registration
- Michigan auto registration
- Michigan tax statement (with location same as residency address)
- Michigan driver's license (Note: cannot be sole document)
- Employment records
- Utility bills
- Rent receipts
- Statements from a third party(ies), such as a community official who has personal knowledge of student's whereabouts for the period in question. (Note: use of statement(s) is reserved for cases where preceding items are not available)
- Property tax assessment/payment records

Please note the foregoing outline assumes certain "givens," such as:

- a. Continuing FAO attention to residency period (12 months prior to the first month of the award period).
- b. Assuring documentation is properly signed, or certified true copies.
- c. Assuring documentation pertains to the residency period in question.

- d. Assuring student is not considered to be a resident in any other state.

Section E- Award Computation

Application Information	<p>Application deadline determined by college.</p> <p>Student must complete and file application for federal student aid.</p>
Financial Need	<p>Financial need exists when the estimated contribution is less than educational expenses as determined through current federal need analysis procedures.</p> <p>Base year earnings may be used as long as that process results in full award eligibility for the applicant. In cases where full award eligibility does not occur, the determination of financial need shall take into consideration the student's current annual income.</p> <p>Educational expenses include the following, when applicable: tuition and fees, and a reasonable allowance for room and board, transportation, books, and incidental costs.</p> <p>Awards must not exceed the amount of financial need after other financial aid, if any, is considered.</p> <p>Priority is given to eligible students with the greatest financial need. The college must have evidence to support how it distributed the funds to those awarded from the pool of eligible students.</p> <p>A "buffer" is permissible. This provision allows a college to grant a specified amount above a student's overall calculated financial need if the financial aid officer determines that such an adjustment is appropriate. All such adjustments must be handled on an individual basis following the policy and amount stipulated for Federal Title IV financial aid programs (effective 5/18/99).</p>
Award Parameters	<p>Grant maximum is \$600 per academic year which is comprised of the fall (beginning on or after August 1), winter, and spring terms; the following summer session may be included. Fall term awards must be covered by state funds appropriated for the fiscal year beginning October 1.</p> <p>There is no minimum award restriction.</p> <p>No student may receive assistance for more than 24 months at any participating college. Each month of program assistance counts as one (1) toward the 24-month limit. This limit may be waived when the total number of months in the last full term of program assistance exceeds the student's remaining months of eligibility.</p>
Disbursement Procedures	<p>Payment should be credited to the student's account unless the student has already satisfied financial obligations to the college; in such cases, all or part of the award may be paid directly to the student.</p> <p>Within the parameters of the student's need and enrollment status, division of the total award amount for the academic year may be divided among terms/semesters at the discretion of the financial aid officer.</p>
Refunds	<p>Final eligibility for payment within an enrollment period depends on the student's status on the enrollment count date established by the college irrespective of enrollment status prior to the count date.</p>

Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.

Appeal Process

The college should have in place a procedure by which students can appeal the decision of the financial aid office regarding program award determination.

Section F - Legislation

Adult Part-Time Grant Program Act 102 of 1986

AN ACT to establish a grant program for certain part-time, independent students in this state; and to prescribe the powers and duties of certain state agencies and institutions of higher education.

History: 1986, Act 102, Imd. Eff. May 14, 1986

The People of the State of Michigan enact:

390.1281 Definitions.

Sec. 1. As used in this act:

- (a) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, being sections 390.951 to 390.961 of the Michigan Compiled Laws.
- (b) Financial need" means need as determined by the institution based upon a need analysis standard established by the authority. Such standard shall take into consideration the student's current annual income and exclude his or her home equity.
- (c) "Independent student" means an independent student as defined in 34 C.F.R. 668.1a.
- (d) "Part-time" means not less than 3 semester hours and not more than 11 semester hours per semester, or the equivalent for a quarter or term.

History: 1986, Act 102, Imd. Eff. May 14, 1986

390.1282 Grant program; establishment; purpose.

Sec. 2. A grant program is established by the state to foster the pursuit of postsecondary education by part-time, independent students who have financial need.

History: 1986, Act 102, Imd. Eff. May 14, 1986

Compiler's Notes: For transfer of authority, powers, duties, functions, and responsibilities of the Michigan higher education assistance authority, the Michigan higher education student loan authority, and the office of student financial assistance services in the department of education to the department of treasury, see E.R.O. No. 1995-2, compiled at Â§ 12.181 of the Michigan Compiled Laws.

390.1283 Participation in grant program; eligibility.

Sec. 3. A person is eligible to participate in the grant program if he or she meets all of the following:

- (a) Is a part-time student.
- (b) Is an independent student.
- (c) Has not been enrolled in a high school diploma program other than general educational development (GED) or adult education for at least the 2 preceding years.
- (d) Is enrolled or accepted for enrollment in an undergraduate program of not less than 9 months duration leading to a degree or certificate from a Michigan degree granting educational institution that is approved by the department of labor and economic growth.

- (e) Has resided continuously in this state for the immediately preceding 12 months and is not considered a resident of any other state.
- (f) Is not incarcerated in a corrections institution.
- (g) Has complied with this act and the rules promulgated under this act by the authority.
- (h) Is a United States citizen or permanent resident.
- (i) Is not enrolled in an institution whose primary purpose is to prepare students for ordination or appointment as a member of the clergy of a church, denomination, or religious association, order, or sect.
- (j) Is not in default on a loan guaranteed by the authority.
- (k) Is shown by the school to be making satisfactory academic progress.

History: 1986, Act 102, Imd. Eff. May 14, 1986 ;-- Am. 2004, Act 180, Imd. Eff. July 1, 2004

390.1284 Total amount granted to educational institution; use of funds.

Sec. 4. The total of the amount granted to an educational institution shall be proportionate to the number of needy independent students eligible for this program enrolled at the institution for the most recent year for which statistics are available. Funds provided to eligible schools shall be used for awards to students, not for administration of the program.

History: 1986, Act 102, Imd. Eff. May 14, 1986

390.1285 Maximum grant to eligible student; priority; effect of other scholarships or grant awards.

Sec. 5. (1) Upon application of an eligible student, an educational institution shall grant to the student an amount of not more than \$600.00 per academic year for not more than 2 12-month periods at any given educational institution.

(2) If the number of eligible applicants exceeds the money available, priority shall be given to persons with the greatest financial need as determined by each educational institution.

(3) A student who receives a state competitive scholarship award under Act No. 208 of the Public Acts of 1964, being sections 390.971 to 390.981 of the Michigan Compiled Laws, or who receives other scholarships or grant awards, may be eligible for funds under this act if the total amount of the student's scholarships and grants is less than the student's financial need. A student's scholarship and grant awards may be increased with funds from the program under this act up to the level of the maximum grant as provided in subsection (1).

History: 1986, Act 102, Imd. Eff. May 14, 1986

390.1286 Grant not income in determining eligibility for aid or assistance under social welfare act.

Sec. 6. A grant awarded to a student pursuant to this act shall be disregarded as income for purposes of determining eligibility for aid or assistance administered under the social welfare act, Act No. 280 of the Public Acts of 1939, being sections 400.1 to 400.121 of the Michigan Compiled Laws.

History: 1986, Act 102, Imd. Eff. May 14, 1986

390.1287 Gifts, grants, bequests, donations, and devises; acceptance authorized; annual report.

Sec. 7. The authority may accept gifts, grants, bequests, donations, and devises, from whatever sources, of real, personal, or mixed property and money for the purposes described in this act. The authority shall prepare an annual report of all gifts, grants, bequests, donations, and devises for the governor and the legislature.

History: 1986, Act 102, Imd. Eff. May 14, 1986

390.1288 Rules.

Sec. 8. The authority shall promulgate rules to implement this act pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws.

History: 1986, Act 102, Imd. Eff. May 14, 1986

Section G - Administrative Rules

Department Of Treasury Higher Education Assistance Authority Adult Part-Time Grant Program

(By authority conferred on the Michigan higher education assistance authority by section 8 of Act No. 102 of the Public Acts of 1986, being S390.1288 of the Michigan Compiled Laws)

R 390.1751 Definitions.

Rule 1. (1) As used in these rules:

- (a) "Act" means Act No. 102 of the Public Acts of 1986, being S390.1281 et seq. of the Michigan Compiled Laws.
- (b) "APTG" means the adult part-time grant program as established by the act.
- (c) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, as amended, being S390.951 et seq. of the Michigan Compiled Laws.
- (d) "Campus-based aid" means the federal financial aid programs administered by the financial aid officer at a participating postsecondary school. These programs shall include supplemental educational opportunity grants, college work-study, and Perkins loans.
- (e) "Default" means failure to comply with the terms of a loan guaranteed by the authority so that the authority finds it necessary to reimburse the lending institution for the balance of the loan.
- (f) "Degree-granting educational institution" means a public or nonpublic postsecondary college or university located within the state of Michigan which is approved by the Michigan state board of education and is eligible to be listed in the Michigan department of education's publication entitled "Directory of Michigan Institutions of Higher Education."
- (g) "Educational expenses" means student costs related to attendance as specified by the participating postsecondary school. These expenses may include tuition and fees charged to the student and a reasonable allowance for room and board, transportation, books and equipment, and incidental expenses.
- (h) "Higher education act" means title IV of the federal higher education act of 1965, as amended, 20 U.S.C. S1070 et seq.
- (i) "Incarcerated" means currently interned in a correctional facility on either a full-time or a part-time basis.
- (j) "Part-time" means enrollment for between 3 and 11 semester or term hours. This determination shall be made on an enrollment count date that is established by each participating postsecondary school each enrollment period for all students being funded under the APTG program.
- (k) "Perkins loans" means the Perkins loan program established under the federal higher education act.
- (l) "Permanent resident" means an applicant who is classified as a permanent resident by the United States immigration and naturalization service for the APTG program award period in question.
- (m) "Resident" means an independent student who has lived in Michigan continuously for a minimum of 12 months immediately preceding the participating postsecondary school's APTG award period and who is not considered a resident of any other state.
- (n) "Satisfactory academic progress" means compliance with the standards established by the participating postsecondary school of enrollment pursuant to the higher education act regarding minimal criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.
- (o) "Student aid" means any scholarship, grant, loan, or employment aid that an applicant receives from any source other than the APTG program.
- (p) "Undergraduate program" means courses that are applicable or transferrable to a baccalaureate or lower degree or certificate. A program shall be not less than 9 months in length.

(2) Terms defined in the act have the same meanings when used in these rules.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1752 Financial need calculation.

Rule 2. Financial need is the positive difference found by the participating postsecondary school between the applicant's educational expenses and any reasonable contribution identified from the resources of the independent

student in question and his or her spouse, if married. The analysis used in this process shall be consistent with need calculation procedures approved for use with the campus-based title IV federal student aid programs pursuant to the higher education act with the following exceptions:

- (a) Current year income, instead of prior calendar year income, shall be used exclusively in the calculation.
- (b) Equity in the principal home of the applicant shall be excluded from the calculation.
- (c) Other sources of student aid to be received by the applicant for the award period in question shall be included by the school in the computation of financial need.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1753 Program administration; activities.

Rule 3. The authority shall administer the APTG program in conjunction with participating postsecondary schools. Participating schools shall be responsible for all of the following activities:

- (a) Selecting eligible student recipients.
- (b) Awarding APTG funds to eligible student recipients.
- (c) Reporting APTG expenditures and related data to the authority on a timely basis.
- (d) Refunding unused APTG funds promptly at the end of each fiscal year.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1754 Eligible schools.

Rule 4. (1) Degree-granting educational institutions shall be eligible to receive APTG funds and make student awards under the APTG program.

(2) Eligible postsecondary schools shall notify the authority not later than February 1 preceding the fiscal year of funding if they choose not to participate in the APTG program.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1755 Eligible students.

Rule 5. Participating postsecondary schools may make APTG awards to a student who meets all of the following criteria:

- (a) Is a part-time student.
- (b) Is an independent student.
- (c) Has not been enrolled in a high school diploma program, other than general education development (GED) or adult education, for at least 2 preceding years.
- (d) Has enrolled or been accepted for enrollment as an undergraduate.
- (e) Is a Michigan resident and is not considered a resident of any other state.
- (f) Is not currently incarcerated in a correctional facility.
- (g) Demonstrates financial need, taking other aid to be received into consideration.
- (h) Is a United States citizen or permanent resident.
- (i) Is not enrolled in a program of study leading to a degree in theology or divinity.
- (j) Is not in default on a loan guaranteed by the authority. Exceptions may be made if a defaulted borrower has made satisfactory repayment arrangements on the defaulted amount of the loan as determined by the authority.
- (k) Is making satisfactory academic progress as determined by the postsecondary school of enrollment.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1756 APTG program grant computation.

Rule 6. Postsecondary schools participating in the APTG program shall make awards to eligible students consistent with all of the following provisions:

- (a) APTG program funds awarded in combination with other student financial aid received shall not exceed the amount of financial need as determined by the school. The APTG award itself shall not exceed \$600.00 per academic year.

- (b) APTG program funds shall not be disbursed to any eligible student for more than a cumulative total of 24 months of enrollment at any participating school.
- (c) Award priority shall be given to eligible students with the greatest financial need as determined by the school.
- (d) APTG program awards shall not be counted as income for purposes of determining eligibility for social services assistance administered pursuant to Act No. 280 of the Public Acts of 1939, as amended, being S400.1 et seq. of the Michigan Compiled Laws.
- (e) Refund arrangements to the campus APTG program account shall follow the institution's official refund policy. Refunds to the campus APTG program account shall be made in cases where the student terminates eligibility between terms or semesters of the award period. Final eligibility for payment within an enrollment period shall be a function of the student's status on the enrollment count date established by the institution.
- (f) Continued APTG program eligibility shall be a function of the financial need demonstrated and the APTG funds available at each participating postsecondary school if a recipient transfers from one institution to another.
- (g) All APTG funds provided by the authority shall be used for student awards within the state fiscal year for which the funds were appropriated. This language shall not prevent schools from making APTG awards consistent with an academic year cycle which would begin on or after August 1.
- (h) A grant awarded to a student shall carry the APTG program title on communications made to the student recipient by the postsecondary school involved.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1757 APTG program campus allocations.

Rule 7. (1) The authority shall distribute APTG funds to participating postsecondary schools according to the provisions of the act.

- (2) Postsecondary schools participating in the APTG program shall provide to the authority, by the stated deadline, the data necessary to implement the campus allocation formula.
- (3) Postsecondary schools participating in the APTG program shall maintain a separate restricted account for funds and transactions pertaining to the program.
- (4) A minimal APTG annual payment of \$600.00 shall be made to eligible postsecondary schools participating in the APTG program.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1758 Annual report.

Rule 8. Each participating postsecondary school shall provide an annual report in the format specified by the authority. It shall include all of the following information:

- (a) The number of students served.
- (b) The total payments made.
- (c) Year-end refund of unutilized funds.
- (d) Other related data needed by the authority for accounting or audit purposes.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1759 Records; retention.

Rule 9. (1) Participating postsecondary schools shall make all APTG program records part of their permanent student financial aid office files.

- (2) Records which provide any of the following information shall be maintained:
 - (a) Student eligibility.
 - (b) Any award adjustments and refund calculations made.
 - (c) Cumulative grants made to each participant at the school.

(3) All APTG program records shall be made available for audit purposes upon request.

(4) All APTG program records shall be maintained for a minimum of 5 years by each participating institution.

History: 1988 MR 9, Eff. Sept. 24, 1988.

Michigan Educational Opportunity Grant

Section A - Program Summary

Program Title	Michigan Educational Opportunity Grant Program (MEOG)
Enabling Legislation	Public Act No. 273 of 1986
Administrative Rules	R390.1721-R390.1728
Purpose	The Michigan Educational Opportunity Grant Program was established by the state to enable public colleges to help eligible students meet undergraduate educational expenses. The primary criterion for award consideration is financial need.
Funding Source	State general funds as appropriated annually in the Higher Education Appropriations Act.
Administrative Office:	Office of Scholarship and Grants Bureau of Student Financial Services P.O. Box 30462 Lansing, Michigan 48909-7962 (888) 447-2687 (toll free)

Section B - Program Administration

Institutional Eligibility	Degree-granting public colleges in Michigan approved by the Michigan State Board of Education and eligible for listing in the publication entitled "Directory of Michigan Institutions of Higher Education." College must participate in the Pell Grant Program.
Authority Responsibilities	Allocate funds to colleges based on statute formula. Disburse funds to colleges. Designate need analysis standard. Promulgate rules, establish policies and interpret both. Provide technical assistance to colleges. Monitor program expenditures. The Authority has established a scholarship and grant advisory committee whose duties include advising the Authority concerning policy issues for this as well as other student financial aid programs.
College Responsibilities	Select eligible recipients Award funds. Complete Year-End Report. Report elements include:

Students served.
Fund expenditures.
Other related data as may be needed for accounting or audit purposes.

Return unencumbered funds to the Authority at the end of the fiscal year (by September 30). Return unencumbered funds promptly during the academic year for Authority reassignment to other institutions if no reawarding to other students is anticipated. Refund checks should be made payable to the "State of Michigan."

Identify the program on communications to the student.

Example: If the college uses MEOG funds to replace other financial aid already awarded, they must notify the student of the change.

Maintain a separate restricted account for funds and transactions pertaining to the program.

Notify the Authority not later than February 1 preceding the fiscal year of funding if decision is made not to participate in the program.

College Records Retention

All program records including records of student eligibility, award adjustments, refund calculations, and cumulative grants made to each awardee at the college must be held in the financial aid office files and made available for audit purposes upon request.

Maintain program records for a minimum of five (5) years from the date the college submits its fiscal year-end report.

Section C - Campus Allocation

Distribution Formula

The college's allocation for the fiscal year is proportionate to its receipt of Pell Grant funds for the most recent year for which statistics are available.

Formula:

$$\begin{array}{ccccc} \boxed{\text{College Pell \$}} & \div & \boxed{\begin{array}{c} \text{Total Pell Dollars} \\ \text{at all Participating} \\ \text{Colleges} \end{array}} & = & \boxed{\text{College \%}} \\ \\ \boxed{\text{College \%}} & \times & \boxed{\begin{array}{c} \text{Annual State} \\ \text{Appropriation} \\ \text{for MEOG} \end{array}} & = & \boxed{\text{College} \\ \text{Allocation}} \end{array}$$

The minimum college allocation is \$1,000.

Program regulations do not provide for an administrative cost allowance or a carry forward provision. MEOG funds may be used only for MEOG awards. Funds are not transferrable from MEOG to any other financial aid program.

Authority staff will calculate and announce the preliminary allocation schedule as soon as feasible after (1) projected fiscal year budget figures become available, and (2) after Pell data are available. Final allocation figures will be distributed subsequent to the formal approval of program appropriations.

Allocation Adjustments

Any increase of the initial college allocation will be made based on the availability of funds.

Payment Process

Payments are authorized by the Authority; warrants are issued from the Michigan Department of Treasury.

The college will receive prorated funds within the fiscal year as specified in the annual Higher Education Appropriations Act:

First quarter (Oct. - Dec.)	= 50%
Second quarter (Jan. - March)	= 25%
Third quarter (April - June)	= 25%

Section D - Student Eligibility

Enrollment	<p>Recipients must be enrolled:</p> <ul style="list-style-type: none">• At least half-time.• In an undergraduate degree/certificate program of at least nine (9) months duration; this encompasses courses that are applicable or transferrable to a baccalaureate or lower degree or certificate.• In a program other than theology, divinity or religious education.
Enrollment	<p>Full time is defined as 12 or more credit hours; half-time study is defined as 6, but not more than 11 credit hours. [Further clarification is provided in Rule 390.1721 (h) and (i).] Full-time study, as well as half-time status, during the summer session shall be determined by the college; that definition must be consistent with that used for awarding other financial aid.</p> <p>A student with a baccalaureate degree may qualify if he/she (1) is classified an undergraduate by the college, (2) pays undergraduate tuition rates, (3) is in a program that reflects a different course emphasis from the previous degree, and (4) meets all other program eligibility criteria.</p> <p>Final enrollment status eligibility is determined by the "enrollment count date," a date each term which is left to the discretion of each college, is applied uniformly and is available in written form for audit purposes. The enrollment count date may be the same as the refund period ending date.</p> <p>An award to a transfer student is dependent upon the student's eligibility and the availability of program funds at the receiving school.</p>
Financial Need	<p>A recipient must be in need of the funds for educational expenses (less other aid)</p>
Citizenship	<p>U.S. citizenship or permanent U.S. residence is required.</p> <p>Permanent resident status is documented by the recipient's INS I-151 or I-551 card.</p> <p>Refugees are not eligible.</p>
Loan Default	<p>An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any Federal Title IV/V loan unless he/she has made satisfactory arrangements to repay the loan.</p> <p>For program eligibility, satisfactory loan repayment requirements are the same as those set forth under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.</p>
Satisfactory Academic Progress	<p>An eligible student must be in compliance with the college's satisfactory academic progress (SAP) standard. The college must use a SAP standard consistent with the criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.</p>
Non-incarceration	<p>Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.</p>

Residency

Michigan residency for the 12 months prior to the beginning of the award period is required.

Basis of residency for a dependent student who does not meet current guidelines for independent status as specified in federal regulations:

1. Student's residence is that of his/her parent(s) or legal guardian.
2. Parent(s) or legal guardian must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
3. Parent(s) or legal guardian must not be considered a resident of any other state.

Basis of residency for an independent student who meets current guidelines for independent status as specified in federal regulations:

1. Student must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
2. Student is not considered a resident of any other state.

Residency Documentation (Effective 1997-98)

1. Additional documentation not required:
 - Student graduates from a Michigan high school and enters college same year.
 - Student, having been determined to be a resident, maintains college enrollment with never more than a 12 month break at the school of attendance or other Michigan college(s) or university(ies).
2. Additional documentation required if student does not meet conditions in item 1 of Residency Documentation section:
 - Free Application for Federal Student Aid (FAFSA) is acceptable documentation of residency if the applicable residency related items consistently show Michigan residency (either initially, or after follow-up on the FAFSA).
 - If applicable residency items in FAFSA are not consistent as above, one of the following documents is needed to establish residency:
 - Michigan tax return
 - Federal tax return with Michigan address
 - Social Services Annual Income Statement
 - Military/ministry personnel certificate or letter denoting Michigan residency
 - If FAFSA items "fail" and student cannot provide documentation as notated immediately above, professional judgment is in order. Through dialogue/counseling with the student or parent(s), the Financial Aid Officer (FAO) may reference records that support residency including:
 - Voter registration
 - Michigan auto registration
 - Michigan tax statement (with location same as residency address)
 - Michigan driver's license (Note: cannot be sole document)
 - Employment records
 - Utility bills

- Rent receipts
- Statements from a third party(ies), such as a community official who has personal knowledge of student's whereabouts for the period in question.
(Note: use of statement(s) is reserved for cases where preceding items are not available)
- Property tax assessment/payment records

Please note the foregoing outline assumes certain "givens," such as:

- a) Continuing FAO attention to residency period (12 months prior to the first month of the award period).
- b) Assuring documentation is properly signed, or certified true copies.
- c) Assuring documentation pertains to the residency period in question.
- d) Assuring parental residency applicability in dependent cases is maintained.
- e) Assuring student is not considered to be a resident in any other state.

Section E - Award Computation

Application Information

Application deadline determined by college.

Student must complete and file application for federal student aid.

Financial Need

Financial need exists when the estimated contribution is less than educational expenses as determined through current federal need analysis procedures.

Educational expenses include tuition and fees, and a reasonable allowance for room and board, transportation, books, and incidental costs.

Awards must not exceed the amount of financial need after other financial aid, if any, is considered.

Priority is given to eligible students with the greatest financial need. The college must have evidence to support how it distributed the funds to those awarded from the pool of eligible students.

A "buffer" is permissible. This provision allows a college to grant a specified amount above a student's overall calculated financial need if the financial aid officer determines that such an adjustment is appropriate. All such adjustments must be handled on an individual basis following the policy and amount stipulated for Federal Title IV financial aid programs (effective 5/18/99).

Award Parameters

Grant maximum is \$1,000 per academic year which is comprised of the fall (beginning on or after August 1), winter, and spring terms; the following summer session may be included. Fall term awards must be covered by state funds appropriated for the fiscal year beginning October 1.

There is no minimum award restriction.

No student may receive more than 10 semesters or 15 terms of assistance at any particular college. The following table provides an appropriate count for each type of enrollment period, with 15 being the maximum count of any student:

	Full-Time Enrollment Count	Half-Time Enrollment Count
Semester	1.5	.5
Term	1.0	.5

Disbursement Procedures

Payment should be credited to the student's account unless the student has already satisfied financial obligations to the college; in such cases, all or part of the award may be paid directly to the student.

Division of the award during the academic year is left to the discretion of the financial aid officer within the parameters of the student's need and enrollment status.

Refunds

Final eligibility for payment within an enrollment period depends on the student's status on the enrollment count date (subsection II-D) established by the college irrespective of enrollment status prior to the count date.

Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.

Appeal Process

The college should have in place a procedure by which students can appeal the decision of the financial aid office regarding program award determination.

Section F - Legislation

Michigan Educational Opportunity Grant Program Act 273 of 1986

AN ACT to establish a Michigan educational opportunity grant program for resident qualified students enrolled in eligible public postsecondary schools; and to prescribe the powers and duties of certain state agencies.

History: 1986, Act 273, Eff. Mar. 31, 1987

390.1401 Definitions.

Sec. 1. As used in this act:

- (a) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, being sections 390.951 to 390.961 of the Michigan Compiled Laws.
- (b) "MEOG" means a Michigan educational opportunity grant established under section 2.

History: 1986, Act 273, Eff. Mar. 31, 1987

390.1402 Michigan educational opportunity grants; establishment; administration; purpose.

Sec. 2. Michigan educational opportunity grants, which shall be administered by the authority, are established by the state to enable eligible postsecondary schools to help eligible students meet educational expenses.

History: 1986, Act 273, Eff. Mar. 31, 1987

Compiler's Notes: For transfer of authority, powers, duties, functions, and responsibilities of the Michigan higher education assistance authority, the Michigan higher education student loan authority, and the office of student financial assistance services in the department of education to the department of treasury, see E.R.O. No. 1995-2, compiled at § 12.181 of the Michigan Compiled Laws.

390.1403 Eligibility of postsecondary school to participate in MEOG program; prohibition.

Sec. 3. (1) A recognized postsecondary school in this state is eligible to participate in the MEOG program under this act if the postsecondary school is a degree-granting public institution approved by the department of labor and economic growth.

(2) A grant shall not be made under this act to a student who is enrolled in an institution whose primary purpose is to prepare students for ordination or appointment as a member of the clergy of a church, denomination, or religious association, order, or sect.

History: 1986, Act 273, Eff. Mar. 31, 1987 ;-- Am. 2004, Act 183, Imd. Eff. July 1, 2004

390.1404 Eligibility of student to participate in MEOG program.

Sec. 4. (1) A student is eligible to participate in the MEOG program under this act if the student meets the following requirements:

- (a) Has resided in this state continuously for the 12 months preceding his or her application for a MEOG and is not considered a resident of any other state.
- (b) Is not incarcerated in a corrections institute.
- (c) Is enrolled in at least a half-time undergraduate program of study at a postsecondary school that meets the requirements of section 3.
- (d) Is certified by the financial aid officer at the postsecondary school as needing the grant in order to meet recognized educational expenses.
- (e) Is a United States citizen or permanent resident.
- (f) Is not in default on a loan guaranteed by the authority.

(2) A student shall maintain satisfactory academic progress, as defined by the postsecondary school in which the student is enrolled, to remain eligible for a MEOG under this act.

(3) A student shall not be eligible for a MEOG for more than 10 semesters of undergraduate education, or its equivalent in trimesters or quarters, or the equivalent as determined by the authority for less than full-time students.

(4) If a student possessing a degree at a given academic level enrolls for a second degree at the same or lower academic level, the authority shall include MEOGs received by the student when he or she was enrolled for the previous degree at the same or lower level in determining the student's eligibility under this act.

History: 1986, Act 273, Eff. Mar. 31, 1987

390.1405 Amount of MEOG; determination; needs analysis standard; prorated payments.

Sec. 5. (1) The amount of a MEOG to be paid for each semester, trimester, or quarter shall be determined by the institution based upon a needs analysis standard established by the authority.

(2) Prorated payments shall be made at the beginning of each semester, trimester, or quarter to the student or to the postsecondary school for credit to the student's account.

History: 1986, Act 273, Eff. Mar. 31, 1987

390.1406 Effect of receiving other student aid.

Sec. 6. A student who receives a state competitive scholarship award under Act No. 208 of the Public Acts of 1964, being sections 390.971 to 390.981 of the Michigan Compiled Laws, or who receives other scholarships, work-study funds, or grant awards, may be eligible for a MEOG under this act if the total amount of the student's scholarships and grants is less than the student's educational costs. The MEOG, in combination with other student aid, shall not exceed the amount of the student's financial need as determined by uniform criteria of need established pursuant to section 5(1).

History: 1986, Act 273, Eff. Mar. 31, 1987

390.1407 Limitation on MEOG; priority.

Sec. 7. Each MEOG shall not exceed the amount of remaining financial need for the full academic year as reported by the postsecondary school in which the student at any particular school is enrolled, or \$1,000.00, whichever is less. If the number of eligible applicants exceeds the money available, priority shall be given to students with the greatest financial need as determined by each educational institution.

History: 1986, Act 273, Eff. Mar. 31, 1987

390.1408 Amount of MEOG funds for fiscal year.

Sec. 8. MEOG funds shall be made to eligible postsecondary schools for a fiscal year in an amount proportionate to the school's receipt of Pell grant funds under section 411 of title IV of the higher education act of 1965, 20 U.S.C. 1070a, for the most recent year statistics are available.

History: 1986, Act 273, Eff. Mar. 31, 1987

390.1409 Rules.

Sec. 9. The authority shall promulgate rules to implement this act pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws.

History: 1986, Act 273, Eff. Mar. 31, 1987

Section G - Administrative Rules

Department Of Treasury Higher Education Assistance Authority Michigan Educational Opportunity Grant Program

(By authority conferred on the Michigan higher education assistance authority by section 9 of Act No. 273 of the Public Acts of 1986, being S390.1409 of the Michigan Compiled Laws)

R 390.1721 Definitions.

Rule 1. (1) As used in these rules:

- (a) "Act" means Act No. 273 of the Public Acts of 1986, being S390.1401 et seq. of the Michigan Compiled Laws.
- (b) "Application" means the period of time covered by the MEOG award at the school of attendance.
- (c) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, as amended, being S390.951 et seq. of the Michigan Compiled Laws.
- (d) "Campus-based aid" means the federal financial aid programs administered by the financial aid officer at a participating postsecondary school. These programs shall include supplemental educational opportunity grants, college work-study, and Perkins loans.
- (e) "Default" means failure to comply with the terms of a loan guaranteed by the authority so that the authority finds it necessary to reimburse the lending institution for the balance of the loan.
- (f) "Educational expenses" means student costs related to attendance as specified by the participating postsecondary school. These expenses may include tuition and fees charged to the student and a reasonable allowance for room and board, transportation, books and equipment, and incidental expenses.
- (g) "Financial need" means the positive difference found by the participating postsecondary school between the applicant's educational expenses and any reasonable family unit contribution identified consistent with current need analysis review procedures approved for use with campus-based title IV federal student aid programs as provided for under the federal higher education act. Other sources of student aid to be received by the applicant for the award period in question shall be included by the school in the computation of financial need.
- (h) "Full-time study" means enrollment for 12 or more semester credit hours or its equivalent in trimester or quarter hours or the equivalent of 24 semester hours or 36 quarter hours per academic year for institutions using credit hours to measure progress, but not using semester, trimester, or quarter hours. Full-time study during the summer session following the regular academic year means enrollment for the number of credit hours defined as full-time by the postsecondary school. Enrollment status shall be determined as of a uniform date established each enrollment period by the postsecondary school for all MEOG recipients.
- (i) "Half-time study" means enrollment for not less than 6, but not more than 11, semester credit hours or term/quarter equivalent per enrollment period or for not less than half of the credit hours defined as full-time in subdivision (h) of this subrule. Enrollment status shall be determined as of a uniform date established each enrollment period by the school for all MEOG recipients.
- (j) "Higher education act" means title IV of the federal higher education act of 1965, as amended, 20 U.S.C. S1070 et seq.
- (k) "Incarcerated" means currently interned in a corrections facility on either a full-time or a part-time basis.
- (l) "Independent or self-supporting status" means current federal requirements, as defined in 34 C.F.R. S668.1a, as amended, have been met concerning conditions under which parental resources can be disregarded in the computation of a student's eligibility for financial aid.
- (m) "MEOG" means the Michigan educational opportunity grant program as established by the act.
- (n) "Parental unit" means the natural parents, adoptive parents, legal guardians, stepparents, or other individuals required by the postsecondary school to complete the financial application for title IV campus-based federal student aid for a dependent student.
- (o) "Pell grants" means the federal pell grant program established under the federal higher education act.
- (p) "Perkins loans" means the Perkins loan program established under the federal higher education act.
- (q) "Permanent resident" means an applicant who is classified as a permanent resident by the United States immigration and naturalization service for the MEOG program award period in question.
- (r) "Resident" means either of the following:
 - (i) For a dependent student who does not meet current federal guidelines for independent or self-supporting status as provided for under the federal higher education act, it means that the

student's home address formally recognized by the school as the basis for residency documentation has been in Michigan for a minimum of 12 months immediately preceding the postsecondary school's MEOG award period and that the school does not consider the student a resident of any other state.

(ii) For an independent student who does meet current federal guidelines for independent or self-supporting status as provided for under the federal higher education act, it means that the student involved has resided in Michigan continuously for a minimum of 12 months immediately preceding the postsecondary school's MEOG award period and that the student involved is not considered a resident of any other state.

(s) "Satisfactory academic progress" means compliance with the standards established by the participating postsecondary school of enrollment pursuant to the federal higher education act regarding minimal criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.

(t) "Student aid" means scholarship, grant, loan, or employment aid that the applicant might receive from any source other than the MEOG program.

(u) "Undergraduate program of study" means courses that are applicable or transferrable to a baccalaureate or lower degree or certificate. A program shall be not less than 9 months in length.

(v) "Year" means the full academic year, which is comprised of the academic year that is consistent with the fiscal year for which funds were appropriated plus the immediately following summer session.

(2) Terms defined in the act have the same meanings when used in these rules.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1722 Program administration; activities.

Rule 2. The authority shall administer the MEOG program in conjunction with public degree-granting Michigan colleges. Participating schools shall be responsible for all of the following activities:

- (a) Selecting eligible student recipients.
- (b) Awarding MEOG funds to eligible student recipients.
- (c) Reporting MEOG expenditures and related data to the authority on a timely basis.
- (d) Refunding unused MEOG funds promptly at the end of each fiscal year.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1723 Eligible schools.

Rule 3. (1) Degree-granting public postsecondary institutions approved by the Michigan state board of education and eligible for listing in the Michigan department of education's publication entitled "Directory of Michigan Institutions of Higher Education" shall be eligible to participate in the MEOG program.

(2) Eligible postsecondary schools shall notify the authority not later than February 1 preceding the fiscal year of funding if they choose not to participate in the MEOG program.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1724 Eligible students.

Rule 4. Participating postsecondary schools may make MEOG awards to students who meet all of the following criteria:

- (a) Are Michigan residents and not considered residents of any other state.
- (b) Are not currently incarcerated in a correctional facility.
- (c) Are enrolled or accepted for enrollment in an undergraduate program of study on at least a half-time basis.
- (d) Are determined by the postsecondary school to have financial need for the awards.
- (e) Are United States citizens or permanent residents.
- (f) Are not in default on a loan guaranteed by the authority. Exceptions may be made if a defaulted borrower has made satisfactory repayment arrangements on the defaulted amount of the loan as determined by the authority.
- (g) Are making satisfactory academic progress as defined by the postsecondary school of enrollment.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1725 MEOG award computation.

Rule 5. (1) Postsecondary schools participating in the MEOG program shall make awards to eligible students consistent with all of the following provisions:

- (a) The MEOG funds awarded in combination with other student aid received shall not exceed the amount of financial need as determined by the school. The MEOG award itself shall not exceed \$1,000.00 per year.
- (b) MEOG award priority shall be given to eligible students with the greatest financial need as determined by the school.
- (c) MEOG funds shall not be paid to any eligible student for more than a total of 10 semesters or 15 terms of full-time study at any particular school. To monitor the amount of cumulative MEOG assistance provided, participating schools shall charge recipients with a semester or term count for each enrollment period in which MEOG funds are paid according to the following schedule:
 - (i) Full-time enrollment at a semester school equals a 1.5 count per enrollment period.
 - (ii) Full-time enrollment at a term school equals a 1.0 count per enrollment period.
 - (iii) Half-time enrollment or more than half-time enrollment but less than full-time enrollment at a semester or term school equals a 0.5 count per enrollment period. A cumulative semester or term payment count of 15 or higher at any particular institution shall eliminate the student from the MEOG program at that institution. Each postsecondary school participating in the MEOG program shall maintain and monitor cumulative institutional records regarding individual student participation according to the schedule outlined in this subdivision.
- (d) Refund arrangements to the campus program account shall follow the institution's official refund policy. Refunds to the campus MEOG program account shall be made in cases where the student terminates eligibility between terms or semesters of the award period. Final eligibility for payment within an enrollment period shall be a function of the student's status on the enrollment count date established by the school.
- (e) Continued MEOG program eligibility shall be a function of the financial need demonstrated and the MEOG funds available at each participating postsecondary school if a recipient transfers from one institution to another.
- (f) All MEOG funds provided by the authority shall be used for student awards within the state fiscal year for which the funds were appropriated. This language shall not prevent schools from making MEOG awards consistent with an academic year cycle which would begin on or after August 1.
- (g) A grant awarded to a student shall carry the MEOG program title on communications made to the student recipients by the postsecondary school involved.

(2) Nothing in these rules shall preclude the campus financial aid administrator from exercising professional judgment and disregarding all or a portion of assets when deemed appropriate by the financial aid administrator in determining eligibility.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1726 MEOG campus allocations.

Rule 6. (1) The authority shall distribute MEOG funds to participating postsecondary schools according to the provisions of the act.

(2) Postsecondary schools participating in the MEOG program shall provide to the authority, by the stated deadline, the data necessary to implement the campus allocation formula.

(3) Postsecondary schools participating in the MEOG program shall maintain a separate restricted account for funds and transactions pertaining to the program.

(4) A minimal MEOG annual payment of \$1,000.00 shall be made to all eligible postsecondary schools participating in the MEOG program.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1727 Annual report.

Rule 7. Each participating postsecondary school shall provide an annual report in the format specified by the authority. It shall include all of the following information:

- (a) The number of students served.
- (b) The total payments made.
- (c) Year-end refund of unutilized funds.
- (d) Other related data needed by the authority for accounting or audit purposes.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1728 Records; retention.

Rule 8. (1) Participating postsecondary schools shall make all MEOG program records part of their permanent student financial aid office files.

- (2) Records which provide any of the following information shall be maintained:
 - (a) Student eligibility.
 - (b) Any award adjustments and refund calculations made.
 - (c) Cumulative grants made to each participant at the school.
- (3) All MEOG program records shall be made available for audit purposes upon request.
- (4) All MEOG program records shall be maintained for a minimum of 5 years by each participating institution.

History: 1988 MR 9, Eff. Sept. 24, 1988.

Michigan Work-Study Undergraduate Program

Section A - Program Summary

Program Title	Michigan Work-Study Undergraduate Program (MWSU)
Enabling Legislation	Public Act No. 288 of 1986, as amended by Public Act No. 47 of 1990
Administrative Rules	R390.1701-R390.1709
Purpose	The Michigan Work-Study Undergraduate Program was established by the state to enable public and non-public colleges to help eligible students meet undergraduate educational expenses by placement in part-time employment. The primary criterion for award consideration is financial need.
Funding Source	State general funds as appropriated annually in the Higher Education Appropriations Act.
Administrative Office:	Office of Scholarship and Grants Bureau of Student Financial Services P.O. Box 30462 Lansing, Michigan 48909-7962 (888) 447-2687 (toll free)

Section B - Program Administration

Institutional Eligibility	<p>Degree-granting public and non-public colleges in Michigan approved by the Michigan State Board of Education and eligible for listing in the publication entitled "Directory of Michigan Institutions of Higher Education".</p> <p>College must participate in the Pell Grant Program and the Federal Work-Study Program.</p>
Authority Responsibilities	<p>Allocate funds to colleges based on statute formula.</p> <p>Disburse funds to colleges.</p> <p>Designate need analysis standard.</p> <p>Promulgate rules, establish policies and interpret both.</p> <p>Provide technical assistance to colleges.</p> <p>Monitor program expenditures.</p> <p>The Authority has established a scholarship and grant advisory committee whose duties include advising the Authority concerning policy issues for this as well as other MHEAA financial aid programs.</p>
College Responsibilities	<p>Select eligible recipients.</p> <p>Award funds.</p> <p>Sign and maintain employer agreements.</p> <p>Monitor employment hours, matching requirements and payroll distribution.</p> <p>Complete Year-End Report</p> <p>Report elements include:</p> <ul style="list-style-type: none">• Students served.• Number of employers utilized by category.• Fund expenditures by employer category.• Other related data as may be needed for accounting or audit purposes. <p>Return unencumbered funds to the Authority at the end of the fiscal year (by September 30). Return unencumbered funds promptly during the academic year for Authority reassignment to other institutions if no reawarding to other students is anticipated. Refund checks should be made payable to the "State of Michigan."</p> <p>Identify the program on communications to the student. Example: If the college uses MWSU to replace federal work-study funds already awarded, they must notify the student of the change.</p> <p>Maintain a separate restricted account for funds and transactions pertaining to the program.</p> <p>Notify the Authority not later than February 1 preceding the fiscal year of funding if decision is made not to participate in the program.</p> <p>The program's annual funding legislation (Higher Education Appropriations Act)</p>

may require that an effort be made by the college to assure that at least 10 percent of the recipients be placed with for-profit employers.

College Records Retention

All program records including records of student eligibility, employer contracts, wages and matching funds paid, award adjustments, refund calculations, and cumulative awards made to each awardee at the college must be held in the financial aid office files and made available for audit purposes upon request.

Maintain program records for a minimum of five (5) years from the date the college submits its fiscal year-end report.

Section C - Campus Allocations

Distribution Formula

The college's allocation for the fiscal year is proportionate to its receipt of Pell Grant funds for the most recent year for which statistics are available.

Formula:

College Pell \$	÷	Total Pell Dollars at all Participating Colleges	=	College %
College %	x	Annual State Appropriation for MWSU	=	College Allocation

The program's annual funding legislation (Higher Education Appropriations Act) may direct the Authority to adjust college allocations based upon each institution's utilization rate over a three-year period and to further set aside a portion of the annual appropriation for supplemental allocation adjustments.

The minimum college allocation is \$5,000.

Program regulations do not provide for an administrative cost allowance or a carry forward provision. MWSU funds may be used only for MWSU awards. Funds are not transferrable from MWSU to any other financial aid program.

Authority staff will calculate and announce the preliminary allocation schedule as soon as feasible after (1) projected fiscal year budget figures become available, and (2) after Pell data are available. Final allocation figures will be distributed subsequent to the formal approval of program appropriations.

Allocation Adjustments

Any increase of the initial college allocation will be made based on the availability of funds.

Payment Process

Payments are authorized by the Authority; warrants are issued from the Michigan Department of Treasury.

The college will receive eleven equal payments within the fiscal year from October through August as directed by the annual Appropriations Act.

Section D - Student Eligibility

Enrollment

Recipients must be enrolled:

- At least half-time except for certain periods of non-enrollment (see below).
- In an undergraduate degree/certificate program of at least nine (9) months duration; this encompasses courses that are applicable or transferrable to a baccalaureate or lower degree or certificate.
- In a program other than theology or divinity.

Full time is defined as 12 or more credit hours; half-time study is defined as 6, but not more than 11 credit hours. [Further clarification is provided in Rule 390.1701 (i) and (j).] Full-time study, as well as half-time status, during the summer session shall be determined by the college; that definition must be consistent with that used for awarding other financial aid.

A student with a baccalaureate degree may qualify if he/she (1) is classified an undergraduate by the college, (2) pays undergraduate tuition rates, (3) is in a program that reflects a different course emphasis from the previous degree, and (4) meets all other program eligibility criteria.

Final enrollment status eligibility is determined by the "enrollment count date," a date each term which is left to the discretion of each college, is applied uniformly and is available in written form for audit purposes. The enrollment count date may be the same as the refund period ending date.

An award to a transfer student is dependent upon the student's eligibility and the availability of program funds at the receiving school.

A student may participate during periods of non-enrollment (including summer term) that do not exceed four months if he/she:

- Was enrolled at least half time for the preceding semester or term.
- Has enrolled or signs an intent to enroll at least half time for the next succeeding semester.
- Meets all other eligibility criteria.

A student may participate during interterm breaks (excluding summer term) if he/she:

- Has enrolled or signs an intent to enroll at least half-time for the next succeeding semester.
- Meets all other eligibility criteria.

Financial Need

A recipient must be in need of the funds for educational expenses (less other aid).

Citizenship

U.S. citizenship or permanent U.S. residence is required.

Permanent resident status is documented by the recipient's INS I-151 or I-551 card.

Refugees are not eligible.

Loan Default

An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any federal Title IV/V loan unless he/she has made satisfactory arrangements to repay the loan.

For program eligibility, satisfactory loan repayment requirements are the same as

those set forth under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.

Satisfactory
Academic Progress

An eligible student must be in compliance with the college's satisfactory academic progress (SAP) standard. The college must use a SAP standard consistent with the criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.

Non-incarceration

Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.

Residency

Michigan residency for the 12 months prior to the beginning of the award period is required.

Basis of residency for a dependent student who does not meet current guidelines for independent status as specified in federal regulations:

1. Student's residence is that of his/her parent(s) or legal guardian.
2. Parent(s) or legal guardian must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
3. Parent(s) or legal guardian must not be considered a resident of any other state.

Basis of residency for an independent student who meets current guidelines for independent status as specified in federal regulations:

1. Student must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
2. Student is not considered a resident of any other state.

Residency Documentation
(Effective 1997-98)

1. Additional documentation not required:
 - Student graduates from a Michigan high school and enters college same year.
 - Student, having been determined to be a resident, maintains college enrollment with never more than a 12 month break at the school of attendance or other Michigan college(s) or university(ies).
2. Additional documentation required if student does not meet conditions in item 1 of Residency Documentation section:
 - Free Application for Federal Student Aid (FAFSA) is acceptable documentation of residency if the applicable residency related items consistently show Michigan residency (either initially, or after follow-up on the FAFSA).
 - If applicable residency items in FAFSA are not consistent as above, one of the following documents is needed to establish residency:
 - Michigan tax return
 - Federal tax return with Michigan address
 - Social Services Annual Income Statement
 - Military/ministry personnel certificate or letter denoting Michigan residency

- If FAFSA items "fail" and student cannot provide documentation as notated immediately above, professional judgment is in order. Through dialogue/counseling with the student or parent(s), the Financial Aid Officer (FAO) may reference records that support residency including:
 - Voter registration
 - Michigan auto registration
 - Michigan tax statement (with location same as residency address)
 - Michigan driver's license (Note: cannot be sole document)
 - Employment records
 - Utility bills
 - Rent receipts
 - Statements from a third party(ies), such as a community official who has personal knowledge of student's whereabouts for the period in question. (Note: use of statement(s) is reserved for cases where preceding items are not available)
 - Property tax assessment/payment records

Please note the foregoing outline assumes certain "givens," such as:

- a) Continuing FAO attention to residency period (12 months prior to the first month of the award period).
- b) Assuring documentation is properly signed, or certified true copies.
- c) Assuring documentation pertains to the residency period in question.
- d) Assuring parental residency applicability in dependent cases is maintained.
- e) Assuring student is not considered to be a resident in any other state.

Section E - Award Computation

Application Information

Application deadline determined by college.

Student must complete and file application for federal student aid.

Financial Need

Financial need exists when the estimated contribution is less than educational expenses as determined through current federal need analysis procedures.

Educational expenses include tuition and fees, and a reasonable allowance for room and board, transportation, books, and incidental costs.

Awards must not exceed the amount of financial need after other financial aid, if any, is considered.

Priority is given to eligible students with the greatest financial need. The college must have evidence to support how it distributed the funds to those awarded from the pool of eligible students.

A "buffer" is permissible. This provision allows a college to grant a specified amount above a student's overall calculated financial need if the financial aid officer determines that such an adjustment is appropriate. All such adjustments must be handled on an individual basis following the policy and amount stipulated for Federal Title IV financial aid programs (effective 5/18/99).

Award Parameters

Although there is no annual maximum award amount, awards funded from a specific fiscal year must be awarded within the appropriate academic year which is comprised of the fall (beginning on or after August 1), winter, and spring terms; the following summer session may be included. Fall term awards must be covered by state funds appropriated for the fiscal year beginning October 1.

Example:

2000-01 Academic year

Fall 2000*	Winter 2001	Summer 2001
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*August 1 or after

Employment after the summer term is concluded may be funded under the next fiscal year appropriation provided the employment occurs after August 1.

There is no minimum award restriction.

No student may receive more than 10 semesters or 15 terms of assistance at any particular college. The following table provides an appropriate count for each type of enrollment period, with 15 being the maximum count of any student:

	Full-Time Enrollment Count	Half-Time Enrollment Count
Semester	1.5	.5
Term	1.0	.5

The retroactive transfer of an award from the Federal Work-Study Program to this program is permitted as long as the student:

- Meets all MWSU eligibility requirements.
- Is notified of the transfer.
- Is paid from the appropriate state fiscal year.

Disbursement Procedures

To the extent that the employment circumstances allow, division of the award during the academic year is left to the discretion of the financial aid officer, within the parameters of the student's work schedule and enrollment status.

A school paying wages in the form of noncash services such as tuition is permitted. Federal procedures for noncash institutional share payments apply.

Refunds

Final eligibility for payment within an enrollment period depends on the student's status on the enrollment count date (subsection III-D) established by the college irrespective of enrollment status prior to the count date.

Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.

Appeal Process

The college should have in place a procedure by which students can appeal the decision of the financial aid office regarding program award determination.

Section F - Employer Eligibility

Nonprofit Employers

(Including Nonprofit Colleges) To participate, a nonprofit employer must:

Provide part-time employment (39 hours or less) in Michigan that does not -

- Displace employed workers.
- Involve the construction, operation or maintenance of facilities of sectarian instruction of religious worship.
- Involve activities espousing or promoting a partisan political position or candidate.

Follow these compensation procedures -

- Provide not less than 20 percent of the wages earned.
- Use the state portion of wages only.
- Pay recipients at a rate no less than the prevailing federal minimum wage.
- Consider work-study earnings as earned income and as such subject to all relevant federal, state and local taxes. (Allowable exemptions from FICA taxes are determined by IRS regulations.)

In addition, to participate, a nonprofit employer must sign a written agreement with the school to provide student employment. The agreement must define whether the -

- Employing organization or the college is considered the student's employer.
- Employing organization or the college is responsible for any fringe benefit payments.
- Employing organization or the college is responsible for paying the student, the frequency of payment and the employer's share of any welfare or insurance programs associated with employment.

In other areas not specified in the act, administrative rules or in Authority policy, the agreement format and content shall follow federal work-study practices.

For-Profit Employers

(Including For-Profit Colleges) To participate, a for-profit employer must:

Provide part-time, (39 hours or less) academically relevant employment in Michigan that does not -

- Displace employed workers.
- Involve the construction, operation or maintenance of facilities of sectarian instruction or religious worship.

Follow these compensation procedures -

- Provide not less than 50 percent of the wages earned.
- Use the state portion for wages only.
- Pay recipients at a rate no less than the prevailing federal minimum wage.
- Consider work-study earnings as earned income and as such subject to all relevant federal, state and local taxes. (Allowable exemptions from FICA taxes are determined by IRS regulations.)

In addition, to participate, a for-profit employer must sign a written agreement with the school to provide student employment. The agreement must define whether the -

- Employing organization or the college is considered the student's employer.
- Employing organization or the college is responsible for any fringe benefit payments.
- Employing organization or the college is responsible for paying the student, the frequency of payment and the employer's share of any welfare or insurance programs associated with employment.

In other areas not specified in the act, administrative rules or in Authority policy, the agreement format and content shall follow federal work-study practices.

Section G - Legislation

Michigan Work-Study Program Act 288 of 1986

AN ACT to establish a Michigan work-study program for qualified resident students attending eligible postsecondary schools and employed by qualified employers; and to prescribe the powers and duties of certain state agencies.

History: 1986, Act 288, Eff. Mar. 31, 1987

The People of the State of Michigan enact:

390.1371 Definitions.

Sec. 1. As used in this act:

- (a) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, being sections 390.951 to 390.961 of the Michigan Compiled Laws.
- (b) "MWS" means the Michigan work-study program established in section 2.

History: 1986, Act 288, Eff. Mar. 31, 1987

390.1372 Michigan work-study program; establishment; administration; purpose.

Sec. 2. A Michigan work-study program, which shall be administered by the authority, is established by the state to enable eligible postsecondary schools to help eligible students meet educational expenses by placement in part-time employment during the academic year.

History: 1986, Act 288, Eff. Mar. 31, 1987

Compiler's Notes: For transfer of authority, powers, duties, functions, and responsibilities of the Michigan higher education assistance authority, the Michigan higher education student loan authority, and the office of student financial assistance services in the department of education to the department of treasury, see E.R.O. No. 1995-2, compiled at § 12.181 of the Michigan Compiled Laws.

390.1373 Eligibility of postsecondary school to participate in MWS program; academic credit.

Sec. 3. A recognized postsecondary school in this state is eligible to participate in the MWS program if the postsecondary school is a degree-granting institution approved by the state board of education, the instructional programs are not comprised solely of sectarian instruction or religious worship, and the school participates in the federal work-study program under sections 441 to 448 of title IV of the higher education act of 1965, 42 U.S.C. 2751 to 2756b. A participating school, at its option, may offer academic credit to students enrolled in the MWS program.

History: 1986, Act 288, Eff. Mar. 31, 1987

390.1374 Eligibility of student to participate in MWS program.

Sec. 4. (1) A student is eligible to participate in the MWS program if the student meets the following requirements:

- (a) Has resided in this state continuously for the 12 months preceding his or her application to the MWS program and is not considered a resident of any other state.
- (b) Is not incarcerated in a corrections institute.
- (c) Is enrolled in at least a half-time undergraduate program of study at an eligible postsecondary school or meets the requirements of subsection (5).

(d) Is certified by the financial aid officer at the postsecondary school as needing employment in order to meet recognized educational expenses.

(e) Is a United States citizen or permanent resident.

(f) Is not in default on a loan guaranteed by the authority.

(2) A student shall maintain satisfactory academic progress, as defined by the postsecondary school in which the student is enrolled, to remain eligible for the MWS program under this act.

(3) A full-time undergraduate student shall not be eligible for the MWS program for more than 15 terms or its equivalent in semesters at any particular school.

(4) If a student possessing a degree at a given academic level enrolls for a second degree at the same or lower academic level, the authority shall include MWS grants received by the student when enrolled for the previous degree at the same or lower level in determining the student's eligibility under this act.

(5) A student may participate in the MWS program during a period when he or she is not enrolled at an eligible postsecondary school if all of the following conditions are met:

(a) The student is otherwise eligible under this section.

(b) The student was enrolled in at least a half-time undergraduate program of study at an eligible postsecondary school for the preceding quarter, term, or semester.

(c) The financial aid officer at the postsecondary school determines that the period during which the student is not enrolled will not exceed 4 months and the student has enrolled or signs an intent to enroll in at least a half-time undergraduate program of study at the postsecondary school for the next succeeding quarter, term, or semester.

History: 1986, Act 288, Eff. Mar. 31, 1987 ;-- Am. 1990, Act 47, Imd. Eff. Mar. 30, 1990

390.1375 Eligibility of employer organized for nonprofit purposes to employ students.

Sec. 5. An employer that is organized for nonprofit purposes is eligible to employ students through the MWS program if the employer meets all of the following requirements:

(a) Enters into a signed agreement with an eligible postsecondary school to provide employment for students recommended by the school.

(b) Provides at least 20% of the wages earned by the MWS students.

(c) Does not use MWS students to displace employed workers.

(d) Does not employ MWS students to construct, operate, or maintain a facility used, or to be used solely, for sectarian instruction or as a place for religious worship, or activity espousing or promoting a partisan political position or candidate.

(e) Does not pay MWS students a wage that is less than the federal minimum wage.

History: 1986, Act 288, Eff. Mar. 31, 1987 ;-- Am. 1990, Act 47, Imd. Eff. Mar. 30, 1990

390.1376 Eligibility of employer organized for profit purposes to employ students.

Sec. 6. An employer that is organized for profit purposes is eligible to employ students through the MWS program if the employer meets all of the following requirements:

(a) Enters into a signed agreement with an eligible postsecondary school to provide employment that is determined by the school to be academically relevant for students recommended by the school.

(b) Provides at least 50% of the wages earned by the MWS students.

(c) Does not use MWS students to displace employed workers.

(d) Does not employ MWS students to construct, operate, or maintain a facility used, or to be used solely, for sectarian instruction or as a place for religious worship.

(e) Does not pay MWS students a wage that is less than the federal minimum wage.

History: 1986, Act 288, Eff. Mar. 31, 1987 ;-- Am. 1990, Act 47, Imd. Eff. Mar. 30, 1990

390.1377 Amount of MWS grant; determination; criteria.

Sec. 7. The amount of the MWS grant to be paid for each semester, trimester, or quarter shall be determined by the authority based upon an evaluation of the family's financial resources. A uniform criteria of need, as defined by the authority, shall be used in evaluating the family's financial resources.

History: 1986, Act 288, Eff. Mar. 31, 1987

390.1378 Effect of receiving other student aid.

Sec. 8. A student who receives a state competitive scholarship award under Act No. 208 of the Public Acts of 1964, being sections 390.971 to 390.981 of the Michigan Compiled Laws, or who receives other student aid, may be eligible for MWS funds under this act if the total amount of the student's scholarships and grants is less than the student's remaining financial need. The MWS, in combination with other student aid, shall not exceed the amount of the student's financial need as determined by uniform criteria of need as defined by the authority.

History: 1986, Act 288, Eff. Mar. 31, 1987

390.1379 Limitation of MWS grant; maximum grant level.

Sec. 9. A MWS grant shall not exceed the amount of educational costs for the full academic year as reported by the postsecondary school in which the student is enrolled. If there are not sufficient appropriated funds to provide each student with the grant amount for which the student is eligible, the authority shall establish a maximum grant level for that academic year.

History: 1986, Act 288, Eff. Mar. 31, 1987

390.1380 Amount of MWS program funds for fiscal year.

Sec. 10. MWS program funds shall be made to eligible postsecondary schools for a fiscal year in an amount not less than \$5,000.00 and an amount proportionate to the school's receipt of Pell grant funds under section 411 of title IV of the higher education act of 1965, 20 U.S.C. 1070a, for the most recent year statistics are available.

History: 1986, Act 288, Eff. Mar. 31, 1987

390.1381 Use of MWS program funds.

Sec. 11. MWS program funds shall be used for student wages only. MWS program funds shall not be used for the administrative costs of implementing or operating the school's MWS program.

History: 1986, Act 288, Eff. Mar. 31, 1987

390.1382 Rules.

Sec. 12. The authority shall promulgate rules to implement this act pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws.

History: 1986, Act 288, Eff. Mar. 31, 1987

Section H - Administrative Rules

Department Of Treasury Higher Education Assistance Authority Michigan Work-Study Undergraduate Program

(By authority conferred on the Michigan higher education assistance authority by section 12 of Act No. 288 of the Public Acts of 1986, being S390.1382 of the Michigan Compiled Laws)

R 390.1701 Definitions.

Rule 1. (1) As used in these rules:

- (a) "Act" means Act No. 288 of the Public Acts of 1986, being S390.1371 et seq. of the Michigan Compiled Laws.
- (b) "Application" means the period of time covered by the MWS award at a recognized postsecondary school.
- (c) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, as amended, being S390.951 et seq. of the Michigan Compiled Laws.
- (d) "Campus-based aid" means the federal financial aid programs administered by the financial aid officer at a participating postsecondary school. These programs shall include supplemental educational opportunity grants, college work-study, and Perkins loans.
- (e) "CWS" means the college work-study program established under the federal higher education act.
- (f) "Default" means failure to comply with the terms of a loan guaranteed by the authority so that the authority finds it necessary to reimburse the lending institution for the balance of the loan.
- (g) "Educational expenses" means student costs related to attendance as specified by the recognized postsecondary school. These expenses may include tuition and fees charged to the student and a reasonable allowance for room and board, transportation, books and equipment, and incidental expenses.
- (h) "Financial need" means the positive difference found by the recognized postsecondary school between the applicant's educational expenses and any reasonable family unit contribution identified consistent with current need analysis review procedures approved for use with campus-based title IV federal student aid programs as provided for under the federal higher education act. Other sources of student aid to be received by the applicant for the award period in question shall be included by the recognized postsecondary school in the computation of financial need.
- (i) "Full-time study" means enrollment for 12 or more semester credit hours or its equivalent in trimester or quarter hours or the equivalent of 24 semester hours or 36 quarter hours per academic year for institutions using credit hours to measure progress, but not using semester, trimester, or quarter hours. Full-time study during the summer session following the regular academic year means enrollment for the number of credit hours defined as full-time by the recognized postsecondary school. Enrollment status shall be determined as of a uniform date established each enrollment period by the recognized postsecondary school for all MWS recipients.
- (j) "Half-time study" means enrollment for not less than 6, but not more than 11, semester credit hours or term/quarter equivalent per enrollment period or for not less than half of the credit hours defined as full-time in subdivision (i) of this subrule. Enrollment status shall be determined as of a uniform date established each enrollment period by the recognized postsecondary school for all MWS recipients.
- (k) "Higher education act" means title IV of the federal higher education act of 1965, as amended, 20 U.S.C. S1070 et seq.
- (l) "Incarcerated" means currently interned in a correctional facility on either a full-time or a part-time basis.
- (m) "Independent or self-supporting status" means current federal requirements, as defined in 34 C.F.R. S668.1a, as amended, have been met concerning conditions under which parental resources can be disregarded in the computation of a student's eligibility for financial aid.
- (n) "MWS" means the Michigan work-study program as established by the act.
- (o) "Parental unit" means the natural parents, adoptive parents, legal guardians, stepparents or other individuals required by the recognized postsecondary school to complete the financial application for title IV campus-based federal student aid for a dependent student.
- (p) "Part-time employment" means working less than 40 hours per week.
- (q) "Pell grants" means the federal pell grant program established under the federal higher education act.
- (r) "Perkins loans" means the Perkins loan program established under the federal higher education act.

- (s) "Permanent resident" means an applicant who is classified as a permanent resident by the United States immigration and naturalization service for the MWS program award period in question.
- (t) "Recognized postsecondary school" means a public or nonpublic degree-granting college or university located within the state of Michigan that meets all of the following criteria:
- (i) Is approved by the Michigan state board of education and is eligible to be listed in the Michigan department of education's publication entitled "Directory of Michigan Institutions of Higher Education."
 - (ii) Is currently participating in the federal college work-study program as authorized by the federal higher education act.
 - (iii) Offers academic programs that are not comprised solely of sectarian instruction or religious worship.
- (u) "Resident" means either of the following:
- (i) For a dependent student who does not meet current federal guidelines for independent or self-supporting status as provided for under the federal higher education act, it means that the student's home address formally recognized by the school as the basis for residency documentation has been in Michigan for a minimum of 12 months immediately preceding the postsecondary school's MWS award period and that the school does not consider the student a resident of any other state.
 - (ii) For an independent student who does meet current federal guidelines for independent or self-supporting status as provided for under the federal higher education act, it means that the student involved has resided in Michigan continuously for a minimum of 12 months immediately preceding the recognized postsecondary school's MWS award period and that the student involved is not considered a resident of any other state.
- (v) "Satisfactory academic progress" means compliance with standards established by the recognized postsecondary school of enrollment pursuant to the federal higher education act regarding minimal criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.
- (w) "Sectarian instruction or religious worship" means a program of study leading to a degree in theology or divinity.
- (x) "Student aid" means scholarship, grant, loan, or employment aid that the applicant might receive from any source other than the MWS program.
- (y) "Undergraduate program of study" means courses that are applicable or transferrable to a baccalaureate or lower degree or certificate. A program shall be not less than 9 months in length.

(2) Terms defined in the act have the same meanings when used in these rules.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1702 Program administration; activities.

Rule 2. The authority shall administer the MWS program in conjunction with recognized postsecondary schools. Participating schools shall be responsible for all of the following activities:

- (a) Signing and maintaining MWS employer agreements.
- (b) Selecting eligible student recipients.
- (c) Awarding MWS funds to eligible students.
- (d) Monitoring employment hours and MWS program matching requirements and payroll distribution.
- (e) Reporting MWS expenditures and related data to the authority on a timely basis.
- (f) Refunding unused MWS funds to the authority promptly at the end of each fiscal year.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1703 Eligible schools.

Rule 3. (1) Recognized postsecondary schools shall be eligible to receive MWS funds and make student awards under the MWS program.

(2) Eligible postsecondary schools shall notify the authority not later than February 1 preceding the fiscal year of funding if they choose not to participate in the MWS program.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1704 Eligible students.

Rule 4. Recognized postsecondary schools participating in the MWS program may make awards to students who meet all of the following criteria:

- (a) Are Michigan residents and not considered residents of any other state.
- (b) Are not currently incarcerated in a correctional facility.
- (c) Are enrolled, or accepted for enrollment, in a recognized postsecondary school on at least a half-time basis.
- (d) Are enrolled, or accepted for enrollment, in an undergraduate program of study.
- (e) Are not enrolled in a program of study which leads to a degree in theology or divinity.
- (f) Are determined by the recognized postsecondary school to financially need the MWS awards to help meet educational expenses.
- (g) Are United States citizens or permanent residents.
- (h) Are not in default on a loan guaranteed by the authority. Exceptions may be made if a defaulted borrower has made satisfactory repayment arrangements on the defaulted amount of the loan as determined by the authority.
- (i) Are making satisfactory academic progress as determined by the recognized postsecondary school of enrollment.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1705 Eligible employers.

Rule 5. (1) Recognized postsecondary schools may enter into written MWS employment agreements with nonprofit employers who meet all of the following criteria:

- (a) Provide not less than 20% of the wages earned by each MWS student placed.
- (b) Do not use MWS recipients to displace employed workers.
- (c) Do not employ MWS recipients to construct, operate, or maintain facilities of sectarian instruction or religious worship.
- (d) Do not employ MWS recipients in activities espousing a particular political or moral position as defined by the recognized postsecondary school.
- (e) Do not pay MWS recipients at a rate less than the prevailing federal minimum wage.
- (f) Enter into a signed written agreement with the recognized postsecondary school to provide such employment for students recommended by the school.
- (g) Recognized postsecondary schools employing MWS students on campus will be considered nonprofit employers for purposes of these rules.

(2) Recognized postsecondary schools may enter into written MWS employment agreements with profit-making employers who meet all of the following criteria:

- (a) Provide not less than 50% of the wages earned by each MWS student placed.
- (b) Do not use MWS recipients to displace employed workers.
- (c) Do not employ MWS recipients to construct, operate, or maintain facilities of sectarian instruction or religious worship.
- (d) Do not employ MWS recipients at a rate less than the prevailing federal minimum wage.
- (e) Provide employment which the school and the employer certify as directly related to the student's academic field of study.
- (f) Enter into a signed written agreement with the recognized postsecondary school to provide such employment for students recommended by the school.

(3) The written employment agreement shall specify whether the employing organization or the recognized postsecondary school is considered the student's employer and which entity is responsible for any fringe benefit payments and the employer's share of any welfare or insurance programs associated with MWS employment. State MWS funds shall not be used to pay for any of the following:

- (a) The employer's share of social security, workman's compensation, unemployment insurance, retirement, or any other welfare or insurance that the employer pays on behalf of the student employee.
- (b) Fringe benefits, such as paid sick days, paid vacations, or paid holidays.
- (c) Job-related injuries or illnesses.

(4) The employment agreement shall further specify whether the recognized postsecondary school or the employer shall be responsible for actually paying the student and the frequency of payment.

(5) In other areas not specified in the act or these rules or by the authority, the employment agreement format and content shall follow prevailing federal college work-study practices.

(6) All such written employment agreements shall be maintained by the recognized postsecondary school for audit purposes.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1706 MWS award computation.

Rule 6. (1) Recognized postsecondary schools participating in the MWS program shall make awards to eligible students consistent with all of the following provisions:

(a) The MWS funds awarded, in combination with other student aid received, shall not exceed the amount of financial need as determined by the school. The MWS award itself shall not exceed any ceiling stipulated by the authority.

(b) MWS award priority shall be given to eligible students with the greatest financial need as determined by the school.

(c) MWS funds shall not be paid to any eligible student for more than a total of 10 semesters or 15 terms of full-time study at any particular recognized postsecondary school participating in the program. To monitor the amount of cumulative MWS assistance provided, participating schools shall charge recipients with a semester or term count for each enrollment period in which MWS funds are paid according to the following schedule:

(i) Full-time enrollment at a semester school equals a 1.5 count per enrollment period.

(ii) Full-time enrollment at a term school equals a 1.0 count per enrollment period.

(iii) Half-time enrollment or more than half-time enrollment but less than full-time enrollment at a semester or term school equals a 0.5 count per enrollment period. A cumulative semester or term payment count of 15 or higher at any school shall eliminate the student from the MWS program at that institution. Each recognized postsecondary school participating in the MWS program shall maintain and monitor cumulative institutional records regarding individual student participation.

(d) Unearned MWS funds may be reawarded within the fiscal year by the school to other eligible students.

(e) Continued MWS program eligibility shall be a function of the financial need demonstrated and the MWS funds available at each participating postsecondary school if a recipient transfers from one institution to another.

(f) All MWS funds provided by the authority shall be used for student wages within the state fiscal year for which the funds were appropriated. This language shall not prevent a school from making awards and initiating employment consistent with an academic year cycle which would begin on or after August 1.

(g) All funds awarded to students shall carry the MWS title in communications made to student recipients by the schools involved.

(2) Nothing in these rules shall preclude the campus financial aid administrator from exercising professional judgment and disregarding all or a portion of assets when deemed appropriate by the financial aid administrator in determining eligibility.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1707 MWS campus allocations.

Rule 7. (1) The authority shall distribute MWS funds to recognized postsecondary schools participating in the program according to the provisions of the act.

(2) Postsecondary schools participating in the MWS program shall provide to the authority, by the stated deadline, the data necessary to implement the campus allocation formula.

(3) Postsecondary schools participating in the MWS program shall maintain a separate restricted account for funds and transactions pertaining to the program.

(4) A minimal MWS annual payment of \$5,000.00 shall be made to all eligible postsecondary schools participating in the MWS program.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1708 Annual report.

Rule 8. Each recognized postsecondary school participating in the MWS program shall provide an annual report in the format specified by the authority. It shall include all of the following information:

- (a) The number of students served.
- (b) The number of employers utilized.
- (c) MWS payment by employer category.
- (d) MWS dollar match by employer category.
- (e) Year-end refund of unutilized funds.
- (f) Other related data needed by the authority for accounting or audit purposes.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1709 Records; retention.

Rule 9. (1) Recognized postsecondary schools participating in the MWS program shall make all MWS records part of their permanent student financial aid office files.

(2) Records which provide any of the following information shall be maintained:

- (a) Student eligibility.
- (b) Employer contracts.
- (c) Wages and matching funds paid.
- (d) Any award adjustments and refund calculations made.
- (e) Cumulative awards made to each participant.

(3) All MWS program records shall be made available for audit purposes upon request.

(4) All MWS program records shall be maintained for a minimum of 5 years by each participating institution.

History: 1988 MR 9, Eff. Sept. 24, 1988.

Michigan Work-Study Graduate Program

Section A - Program Summary

Program Title	Michigan Work-Study Graduate Program (MWSG)
Enabling Legislation	Public Act No. 303 of 1986
Administrative Rules	R390.1771-R390.1779
Purpose	The Michigan Work-Study Graduate Program was established by the state to enable public and non-public colleges to help eligible students meet graduate educational expenses by placement in employment. The primary criterion for award consideration is financial need.
Funding Source	State general funds as appropriated annually in the Higher Education Appropriations Act.
Administrative Office:	Office of Scholarship and Grants Bureau of Student Financial Services P.O. Box 30462 Lansing, Michigan 48909-7962 (888) 447-2687 (toll free)

Section B - Program Information

Procedures for the Michigan Work-Study Graduate Program are the same as the Michigan Work-Study Undergraduate Program with the following exceptions:

Institutional Eligibility

The college must offer graduate or professional graduate degrees. College participation in the Pell Grant Program is not required.

Campus Allocations

Distribution Formula: The college's allocation for the fiscal year is proportionate to its number of enrolled graduate students for the most recent year statistics are available compared to the number of enrolled graduate students at all participating colleges.

Formula:

$$\begin{array}{ccc} \boxed{\text{College Pell \$}} & \div & \boxed{\begin{array}{c} \text{Total Graduate} \\ \text{Students at all} \\ \text{Participating} \\ \text{Colleges} \end{array}} & = & \boxed{\text{College \%}} \\ \\ \boxed{\text{College \%}} & \times & \boxed{\begin{array}{c} \text{Annual State} \\ \text{Appropriation} \\ \text{for MWSG} \end{array}} & = & \boxed{\text{College} \\ \text{Allocation}} \end{array}$$

Student Eligibility Requirements

Enrollment: Graduate or professional graduate level enrollment on at least a half-time basis is required. Participation during periods of non-enrollment (e.g. summer break) is not permitted.

Half-time study is defined as enrollment for half the number of credit hours specified as full time by the college.

Award Computation

Award Parameters: No student may receive more than 8 semesters or 12 terms of assistance at any particular college; thus, 12 is the maximum count for any student using the enrollment count table.

	Full-Time Enrollment Count	Half-Time Enrollment Count
Semester	1.5	.5
Term	1.0	.5

Disbursement Procedures: Wages may be paid for graduate assistantships, research projects or teaching projects.

The school may offer academic credit to students participating in the program.

Employment is limited to a maximum of 40 hours per week.

Section C - Legislation

Michigan Work-Study Program Act 303 of 1986

AN ACT to establish a Michigan work-study program for qualified resident students attending eligible graduate and professional graduate schools and employed by qualified employers; to prescribe the powers and duties of certain state agencies; and to provide for an appropriation.

History: 1986, Act 303, Eff. Mar. 31, 1987

The People of the State of Michigan enact:

390.1321 Definitions.

Sec. 1. As used in this act:

- (a) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, being sections 390.951 to 390.961 of the Michigan Compiled Laws.
- (b) "Program" means the Michigan work-study program established in section 2.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1322 Michigan work-study program; establishment; administration; purpose.

Sec. 2. A Michigan work-study program, which shall be administered by the authority, is established by the state to enable eligible graduate and professional graduate schools to help eligible students meet educational expenses by placement in employment.

History: 1986, Act 303, Eff. Mar. 31, 1987

Compiler's Notes: For transfer of authority, powers, duties, functions, and responsibilities of the Michigan higher education assistance authority, the Michigan higher education student loan authority, and the office of student financial assistance services in the department of education to the department of treasury, see E.R.O. No. 1995-2, compiled at § 12.181 of the Michigan Compiled Laws.

390.1323 Eligibility of graduate or professional graduate school to participate in program; academic credit.

Sec. 3. A recognized graduate or professional graduate school in this state is eligible to participate in the program if the graduate or professional graduate school is a degree-granting institution approved by the state board of education, the instructional programs are not comprised solely of sectarian instruction or religious worship, and the school participates in the federal work-study program under sections 441 to 448 of title IV of the higher education act of 1965, 42 U.S.C. 2751 to 2756b. A participating school, at its option, may offer academic credit to students enrolled in the program.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1324 Eligibility of student to participate in program.

Sec. 4. (1) A student is eligible to participate in the program if the student meets the following requirements:

- (a) Has resided in this state continuously for the 12 months preceding his or her application to the program and is not considered a resident of any other state.
- (b) Is a United States citizen or permanent resident of this country.
- (c) Is not incarcerated in a corrections institute.
- (d) Is enrolled in at least a half-time graduate program of study at a graduate or professional graduate school that meets the requirements in section 3.
- (e) Is certified by the financial aid officer at the graduate or professional graduate school as needing employment in order to meet recognized educational expenses.
- (f) Is not in default on a loan guaranteed by the authority.

(2) A student shall maintain satisfactory academic progress, as defined by the graduate or professional graduate school in which the student is enrolled, to remain eligible for the program under this act.

(3) A full-time graduate student at any particular school for each degree level shall be eligible for the program for not more than 12 terms or its equivalent in semesters, and a less than full-time graduate student for the equivalent as determined by the authority.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1325 Eligibility of employer organized for nonprofit purposes to employ students.

Sec. 5. An employer that is organized for nonprofit purposes is eligible to employ students through the program if the employer meets all of the following requirements:

- (a) Enters into a signed agreement with an eligible graduate or professional graduate school to provide employment for students recommended by the school.
- (b) Provides at least 20% of the wages earned by the students.
- (c) Does not use students to displace employed workers.
- (d) Does not employ students to construct, operate, or maintain a facility used, or to be used, solely for sectarian instruction or as a place for religious worship.
- (e) Does not pay students a wage that is less than the federal minimum wage.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1326 Eligibility of employer organized for profit purposes to employ students.

Sec. 6. An employer that is organized for profit purposes is eligible to employ students through the program if the employer meets all of the following requirements:

- (a) Enters into a signed agreement with an eligible graduate or professional graduate school to provide employment for students recommended by the school.
- (b) Provides at least 50% of the wages earned by the students.
- (c) Does not use students to displace employed workers.
- (d) Does not employ students to construct, operate, or maintain a facility used, or to be used, solely for sectarian instruction or as a place for religious worship.
- (e) Does not pay students a wage that is less than the federal minimum wage.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1327 Receipt of wages by graduate student.

Sec. 7. A graduate student may receive wages for serving a graduate assistantship or participating in a research or a teaching project.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1328 Amount of grant; determination; criteria.

Sec. 8. The amount of the grant to be paid for each semester or trimester shall be determined by the authority based upon an evaluation of the family's financial resources. Uniform criteria of need, as defined by the authority, shall be used in evaluating the family's financial resources.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1329 Amount of program funds for fiscal year.

Sec. 9. Program funds shall be made to eligible graduate and professional graduate schools for a fiscal year in an amount not less than \$5,000.00 and an amount proportionate to the school's enrollment of graduate students compared to total graduate enrollment in the state for the most recent year statistics are available.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1330 Use of program funds.

Sec. 10. Program funds shall be used for student wages only. Program funds shall not be used for the administrative costs of implementing or operating the school's program.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1331 Rules.

Sec. 11. The authority shall promulgate rules to implement this act pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws.

History: 1986, Act 303, Eff. Mar. 31, 1987

390.1332 Appropriation.

Sec. 12. The legislature annually shall appropriate a sum sufficient to implement this act.

History: 1986, Act 303, Eff. Mar. 31, 1987

Section D - Administrative Rules

Department Of Treasury Higher Education Assistance Authority Michigan Work-Study Graduate Program

(By authority conferred on the Michigan higher education assistance authority by section 11 of Act No. 303 of the Public Acts of 1986, being S390.1321 of the Michigan Compiled Laws)

R 390.1771 Definitions.

Rule 1. (1) As used in these rules:

- (a) "Act" means Act No. 303 of the Public Acts of 1986, being S390.1321 et seq. of the Michigan Compiled Laws.
- (b) "Application" means the period of time covered by the MWSG award at a postsecondary school.
- (c) "Authority" means the Michigan higher education assistance authority created by Act No. 77 of the Public Acts of 1960, as amended, being S390.951 et seq. of the Michigan Compiled Laws.
- (d) "Campus-based aid" means the federal financial aid programs administered by the financial aid officer at a participating postsecondary school. These programs shall include supplemental educational opportunity grants, college work-study, and Perkins loans.
- (e) "CWS" means the college work-study program established under the federal higher education act.
- (f) "Default" means failure to comply with the terms of a loan guaranteed by the authority so that the authority finds it necessary to reimburse the lending institution for the balance of the loan.
- (g) "Educational expenses" means student costs related to attendance as specified by the postsecondary school. These expenses may include tuition and fees charged to the student and a reasonable allowance for room and board, transportation, books and equipment, and incidental expenses.
- (h) "Employment" means working 40 hours or less per week in conjunction with the MWSG program.
- (i) "Financial need" means the positive difference found by the postsecondary school between the applicant's educational expenses and any reasonable family unit contribution identified consistent with current need analysis review procedures approved for use with campus-based title IV federal student aid programs as provided for under the federal higher education act. Other sources of student aid to be received by the applicant for the award period in question shall be included by the postsecondary school in the computation of financial need.
- (j) "Full-time study" means enrollment for the number of credit hours per enrollment period officially defined as full-time by the postsecondary school. Enrollment status shall be determined as of a uniform date established each enrollment period by the recognized postsecondary school for all MWSG recipients.
- (k) "Graduate or professional graduate program of study" means graduate-level courses that lead to a graduate or professional graduate degree.
- (l) "Half-time study" means enrollment for not less than half of the credit hours officially defined as full-time by the postsecondary school. Enrollment status shall be determined as of a uniform date established each enrollment period by the postsecondary school for all MWSG recipients.
- (m) "Higher education act" means title IV of the federal higher education act of 1965, as amended, 20 U.S.C. S1070 et seq.
- (n) "Incarcerated" means currently interned in a correctional facility on either a full-time or a part-time basis.
- (o) "Independent or self-supporting status" means current federal requirements, as defined in 34 C.F.R. S668.1a, as amended, have been met concerning conditions under which parental resources can be disregarded in the computation of a student's eligibility for financial aid.
- (p) "MWSG" means the Michigan work-study graduate program as established by the act.
- (q) "Perkins loans" means the Perkins loan program established under the federal higher education act.
- (r) "Permanent resident" means an applicant who is classified as a permanent resident by the United States immigration and naturalization service for the MWSG program award period in question.
- (s) "Postsecondary school" means a public or nonpublic degree-granting college or university located within the state of Michigan that meets all of the following criteria:
 - (i) Is approved by the Michigan state board of education and is eligible to be listed in the Michigan department of education's publication entitled "Directory of Michigan Institutions of Higher Education."

- (ii) Is currently participating in the federal college work-study program as authorized by the federal higher education act.
- (iii) Offers graduate or professional graduate academic programs that are not comprised solely of sectarian instruction or religious worship.
- (t) "Resident" means either of the following:
 - (i) For a dependent student who does not meet current federal guidelines for independent or self-supporting status as provided for under the federal higher education act, it means that the student's home address formally recognized by the school as the basis for residency documentation has been in Michigan for a minimum of 12 months immediately preceding the postsecondary school's MWSG award period and that the school does not consider the student a resident of any other state.
 - (ii) For an independent student who does meet current federal guidelines for independent or self-supporting status as provided for under the federal higher education act, it means that the student involved has resided in Michigan continuously for a minimum of 12 months immediately preceding the postsecondary school's MWSG award period and that the student involved is not considered a resident of any other state.
- (u) "Satisfactory academic progress" means, at a minimum, compliance with standards established by the postsecondary school of enrollment pursuant to the federal higher education act regarding minimal criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.
- (v) "Sectarian instruction or religious worship" means a program of study leading to a degree in theology or divinity.
- (w) "Student aid" means scholarship, grant, loan, or employment aid that the applicant might receive from any source other than the MWSG program.

(2) Terms defined in the act have the same meanings when used in these rules.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1772 Program administration; activities.

Rule 2. The authority shall administer the MWSG program in conjunction with postsecondary schools. Participating schools shall be responsible for all of the following activities:

- (a) Signing and maintaining MWSG employer agreements.
- (b) Selecting eligible student recipients.
- (c) Awarding MWSG funds to eligible students.
- (d) Monitoring employment hours and MWSG program matching requirements and payroll distribution.
- (e) Reporting MWSG expenditures and related data to the authority on a timely basis.
- (f) Refunding unused MWSG funds to the authority promptly at the end of each fiscal year.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1773 Eligible schools.

Rule 3. (1) Postsecondary schools shall be eligible to receive MWSG funds and make student awards under the MWSG program.

(2) Eligible postsecondary schools shall notify the authority not later than February 1 preceding the fiscal year of funding if they choose not to participate in the MWSG program.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1774 Eligible students.

Rule 4. Postsecondary schools participating in the MWSG program may make awards to students who meet all of the following criteria:

- (a) Are Michigan residents and not considered residents of any other state.
- (b) Are not currently incarcerated in a correctional facility.
- (c) Are enrolled, or accepted for enrollment, in a postsecondary school at the graduate or professional graduate level on at least a half-time basis.
- (d) Are not enrolled in a program of study which leads to a degree in theology or divinity.

- (e) Are determined by the postsecondary school to financially need the MWSG awards to help meet educational expenses.
- (f) Are United States citizens or permanent residents.
- (g) Are not in default on a loan guaranteed by the authority. Exceptions may be made if a defaulted borrower has made satisfactory repayment arrangements on the defaulted amount of the loan as determined by the authority.
- (h) Are making satisfactory academic progress as determined by the postsecondary school of enrollment.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1775 Eligible employers.

Rule 5. (1) Postsecondary schools may enter into written MWSG employment agreements with nonprofit employers who meet all of the following criteria:

- (a) Provide not less than 20% of the wages earned by each MWSG student placed.
- (b) Do not use MWSG recipients to displace employed workers.
- (c) Do not employ MWSG recipients to construct, operate, or maintain facilities of sectarian instruction or religious worship.
- (d) Do not pay MWSG recipients at a rate less than the prevailing federal minimum wage.
- (e) Enter into a signed written agreement with the postsecondary school to provide such employment for students recommended by the school.
- (f) Postsecondary schools employing MWSG students on campus will be considered nonprofit employers for purposes of these rules.

(2) Postsecondary schools may enter into written MWSG employment agreements with profit-making employers who meet all of the following criteria:

- (a) Provide not less than 50% of the wages earned by each MWSG student placed.
- (b) Do not use MWSG recipients to displace employed workers.
- (c) Do not employ MWSG recipients to construct, operate, or maintain facilities of sectarian instruction or religious worship.
- (d) Do not employ MWSG recipients at a rate less than the prevailing federal minimum wage.
- (e) Enter into a signed written agreement with the postsecondary school to provide such employment for students recommended by the school.

(3) The written employment agreement shall specify whether the employing organization or the postsecondary school is considered the student's employer and which entity is responsible for any fringe benefit payments and the employer's share of any welfare or insurance programs associated with MWSG employment. State MWSG funds shall not be used to pay for any of the following:

- (a) The employer's share of social security, workman's compensation, unemployment insurance, retirement, or any other welfare or insurance that the employer pays on behalf of the student employee.
- (b) Fringe benefits, such as paid sick days, paid vacations, or paid holidays.
- (c) Job-related injuries or illnesses.

(4) The employment agreement shall further specify whether the postsecondary school or the employer shall be responsible for actually paying the student and the frequency of payment.

(5) In other areas not specified in the act or these rules or by the authority, the employment agreement format and content shall follow prevailing federal college work-study practices.

(6) All such written employment agreements shall be maintained by the postsecondary school for audit purposes.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1776 MWSG award computation.

Rule 6. (1) Postsecondary schools participating in the MWSG program shall make awards to eligible students consistent with all of the following provisions:

- (a) The MWSG funds awarded, in combination with other student aid received, shall not exceed the amount of financial need as determined by the postsecondary school. The MWSG award itself shall not exceed any ceiling stipulated by the authority.
 - (b) MWSG award priority shall be given to eligible students with the greatest financial need as determined by the postsecondary school.
 - (c) MWSG funds shall not be paid to any eligible student for more than a total of 8 semesters or 12 terms of full-time study at any particular school and degree level. To monitor the amount of cumulative MWSG assistance provided, participating schools shall charge recipients with a semester or term count for each enrollment period in which MWSG funds are paid according to the following schedule:
 - (i) Full-time enrollment at a semester school equals a 1.5 count per enrollment period.
 - (ii) Full-time enrollment at a term school equals a 1.0 count per enrollment period.
 - (iii) Half-time enrollment or more than half-time enrollment but less than full-time enrollment at a semester or term school equals a 0.5 count per enrollment period. A cumulative semester or term payment count of 12 or higher shall eliminate the student from the MWSG program at a given degree level at any particular school. Each postsecondary school participating in the MWSG program shall maintain and monitor cumulative institutional records regarding individual student participation.
 - (d) Unearned MWSG funds may be reawarded within the fiscal year by the school to other eligible students.
 - (e) Continued MWSG program eligibility shall be a function of the financial need demonstrated and the MWSG funds available at each participating postsecondary school if a recipient transfers from one institution to another.
 - (f) All MWSG funds provided by the authority shall be used for student wages within the state fiscal year for which the funds were appropriated. This language shall not prevent a school from making awards and initiating employment consistent with an academic year cycle which would begin on or after August 1.
 - (g) All funds awarded to students shall carry the MWSG title in communications made to student recipients by the schools involved.
- (2) Nothing in these rules shall preclude the campus financial aid administrator from exercising professional judgment and disregarding all or a portion of assets when deemed appropriate by the financial aid administrator in determining eligibility.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1777 MWSG campus allocations.

Rule 7. (1) The authority shall distribute MWSG funds to postsecondary schools participating in the program according to the provisions of the act.

(2) Postsecondary schools participating in the MWSG program shall provide to the authority, by the stated deadline, the data necessary to implement the campus allocation formula.

(3) Postsecondary schools participating in the MWSG program shall maintain a separate restricted account for funds and transactions pertaining to the program.

(4) A minimal MWSG annual payment of \$5,000.00 shall be made to all eligible postsecondary schools participating in the MWSG program.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1778 Annual report.

Rule 8. Each postsecondary school participating in the MWSG program shall provide an annual report in the format specified by the authority. It shall include all of the following information:

- (a) The number of students served.
- (b) The number of employers utilized.
- (c) MWSG payment by employer category.
- (d) MWSG dollar match by employer category.
- (e) Year-end refund of unutilized funds.
- (f) Other related data needed by the authority for accounting or audit purposes.

History: 1988 MR 9, Eff. Sept. 24, 1988.

R 390.1779 Records; retention.

Rule 9. (1) Postsecondary schools participating in the MWSG program shall make all MWSG records part of their permanent student financial aid office files.

(2) Records which provide any of the following information shall be maintained:

- (a) Student eligibility.
- (b) Employer contracts.
- (c) Wages and matching funds paid.
- (d) Any award adjustments and refund calculations made.
- (e) Cumulative awards made to each participant.

(3) All MWSG program records shall be made available for audit purposes upon request.

(4) All MWSG program records shall be maintained for a minimum of 5 years by each participating institution.

History: 1988 MR 9, Eff. Sept. 24, 1988.

Michigan Nursing Scholarship Program

Section A - Program Summary

Program Title	Michigan Nursing Scholarship (MNS)
Enabling Legislation	Public Act No. 591 of 2002
Purpose	<p>The Michigan Nursing Scholarship was established by the state to encourage students into nursing education programs and the nursing profession. The primary criterion for award consideration is enrollment in a Licensed Practical Nurse, Associate Degree in Nursing, and Bachelor of Science Nursing program at a participating institution.</p> <p>Nursing program means a program for the training of individuals to become registered nurses or licensed practical nurses operated in this state by an eligible institution and approved by the Michigan Board of Nursing.</p>
Funding Source	As appropriated in the Higher Education Appropriations Act.
Administrative Office:	Office of Scholarship and Grants Bureau of Student Financial Services P.O. Box 30462 Lansing, Michigan 48909-7962 (888) 447-2687 (toll free)

Section B - Program Administration

Institutional Eligibility	<p>Degree or certificate-granting public or independent nonprofit colleges in Michigan approved by the Michigan Department of Career Development.</p> <p>College must participate in Title IV federal aid programs.</p>
Authority Responsibilities	<p>Allocate funds to colleges based on formula to award scholarships to eligible students.</p> <p>Disburse funds to colleges.</p> <p>Promulgate rules, establish policies and interpret both.</p> <p>Develop scholarship agreement for recipients.</p> <p>Collect repayment of scholarships if required.</p> <p>Provide technical assistance to colleges.</p> <p>Monitor program expenditures.</p> <p>Publicize the scholarship.</p>
College Responsibilities	<p>Select eligible recipients on behalf of the Authority.</p> <p>Award funds.</p> <p>Have "Scholarship Agreement and Master Promissory Note" signed by student and returned to the Authority.</p> <p>Complete Allocation Application.</p> <p>Complete summary reports</p> <p>Report elements include:</p> <ul style="list-style-type: none">• Students served• Fund expenditures• Other related data as may be needed for accounting or audit purposes. <p>Return unencumbered funds to the Authority at the end of the fiscal year (by September 30). Return unencumbered funds promptly during the academic year for Authority reassignment to other institutions if no reawarding to other students is anticipated. Refund checks should be made payable to the "State of Michigan."</p> <p>Maintain a separate restricted account for funds and transactions pertaining to the program.</p> <p>Notify the Authority not later than February 1 preceding the fiscal year of funding if the school wishes to change program participation status.</p> <p>Identify the program on communications to the student.</p>

College Records Retention

All program records including records of student eligibility, award adjustments, refund calculations, and cumulative scholarships made to each awardee at the college must be held in the financial aid office files and made available for audit purposes upon request.

Retain program records in accordance with federal Title IV student aid guidelines.

Section C - Campus Allocation

Distribution Formula

The college's allocation for the fiscal year is proportionate to its number of graduated LPN, ADN, and BSN students (previous academic year) as reported on the MNS

Allocation Application Formula:

(Count total for 4-year BSN schools weighted by 1.5 multiplier.)

LPN + ADN + BSN Graduates at College	÷	LPN, ADN, BSN Graduates at all Participating Colleges	=	College %
College %	x	Total number of awards available	=	Number of College Awards x \$4,000

The minimum college allocation is \$4,000 or one award.

Any campus allocations will be determined by allocation formula and fund utilization.

Program regulations do not provide for an administrative cost allowance. MNS funds may be used only for MNS awards. Funds are not transferrable to any other financial aid program.

Authority staff will calculate and announce the preliminary allocation schedule as soon as feasible after (1) projected fiscal year budget figures become available, and (2) after the Allocation Application data are available. Final allocation figures will be distributed subsequent to the formal approval of program appropriations.

Allocation Adjustments

Any increase of the initial college allocation will be made based on the availability of funds.

Payment Process

Payments are authorized by the Authority; warrants are issued from the Michigan Department of Treasury.

The college will receive prorated funds within the fiscal year as specified in the annual Higher Education Appropriations Act:

First quarter (Oct. - Dec.)	= 40%
Second quarter (Jan. - March)	= 40%
Third quarter (April - June)	= 10%
Fourth quarter (July - Sept.)	= 10%

Section D - Student Eligibility

Enrollment	<p>To be eligible, a student must:</p> <p>Have graduated from high school (or GED).</p> <p>Be enrolled during the award period:</p> <ul style="list-style-type: none">• In a licensed practical nurse (LPN), associate degree of nursing (ADN), or bachelor's of science nursing (BSN) program that leads to licensure of the same in the state of Michigan. Student must be enrolled in program-related courses during the award period.• At least half time, as defined by the college. <p>A student with a baccalaureate degree may qualify provided they are now enrolled in a MNS eligible program.</p> <p>Final enrollment status eligibility is determined at the end of the school's refund period.</p> <p>An award to a transfer student is dependent upon the student's eligibility and the availability of program funds at the receiving school.</p>
Financial Need	See Award Computation section.
Required Agreement	Student agrees to sign the Scholarship Agreement and Master Promissory Note with the Authority that he/she will achieve licensure within one year of completion of nursing program and to agree to the specified employment provisions. Failure to do so will result in repayment of the scholarship funds awarded.
Citizenship	<p>U.S. citizenship or permanent U.S. residence is required. Refugees are not eligible.</p> <p>Permanent resident status is documented by the recipient's INS I-151 or I-551 card.</p>
Loan Default	<p>An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any Federal Title IV loans unless he/she has made satisfactory arrangements to repay the loan.</p> <p>For program eligibility, satisfactory loan repayment requirements are the same as those specified under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.</p>
Satisfactory Academic Progress	An eligible student must be in compliance with the college's satisfactory academic progress (SAP) standard, and GPA requirements for the applicable nursing program. The college must use a SAP standard at least consistent with the criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.
No Felony Conviction	Student has not been convicted of a felony involving an assault, physical injury, or death.
Non-incarceration	Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.

Residency

Michigan residency for the 12 months prior to the beginning of the award period is required.

Basis of residency for a dependent student who does not meet current guidelines for independent status as specified in federal regulations:

1. Student's residence is that of his/her parent(s) or legal guardian.
2. Parent(s) or legal guardian must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
3. Parent(s) or legal guardian must not be considered a resident of any other state.

Basis of residency for an independent student who meets current guidelines for independent status as specified in federal regulations:

1. Student must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
2. Student is not considered a resident of any other state.

Residency Documentation

1. Additional documentation not required:
 - Student graduates from a Michigan high school and enters college same year.
 - Student, having been determined to be a resident, maintains college enrollment with never more than a 12 month break at the school of attendance or other Michigan college(s) or university(ies).
2. Additional documentation required if student does not meet conditions in item 1 of Residency Documentation section:
 - Free Application for Federal Student Aid (FAFSA) is acceptable documentation of residency if the applicable residency related items consistently show Michigan residency (either initially, or after follow-up on the FAFSA).
 - If applicable residency items in FAFSA are not consistent as above, one of the following documents is needed to establish residency:
 - Michigan tax return
 - Federal tax return with Michigan address
 - Social Services Annual Income Statement
 - Military/ministry personnel certificate or letter denoting Michigan residency

If FAFSA items "fail" and student cannot provide documentation as notated immediately above, professional judgment is in order. Through dialogue/counseling with the student or parent(s), the Financial Aid Officer (FAO) may reference records that support residency including:

- Voter registration
- Michigan auto registration
- Michigan tax statement (with location same as residency address)
- Michigan driver's license (Note: cannot be sole document)
- Employment records
- Utility bills
- Rent receipts

- Statements from a third party(ies), such as a community official who has personal knowledge of student's whereabouts for the period in question. (Note: use of statement(s) is reserved for cases where preceding items are not available)
- Property tax assessment/payment records

Please note the foregoing outline assumes certain "givens," such as:

- a) Continuing FAO attention to residency period (12 months prior to the first month of the award period).
- b) Assuring documentation is properly signed, or certified true copies.
- c) Assuring documentation pertains to the residency period in question.
- d) Assuring student is not considered to be a resident in any other state.

Section E - Award Computation

Application Information	Application process and deadline determined by the college.
Award Priority	<p>Award priority shall be given to students enrolled in nursing program coursework.</p> <p>Priority may be given to students with need; however, financial need is not a requirement for receiving the scholarship.</p>
Financial Need	<p>No award in combination with other grants or scholarships can exceed the student's cost of attendance.</p> <p>Educational expenses include the following, when applicable: tuition and fees, and a reasonable allowance for room and board, transportation, books, day care, and related nursing program costs.</p> <p>Financial need exists when the expected family contribution (EFC) is less than educational expenses as determined through current federal need analysis procedures.</p> <p>A "buffer" is permissible. This provision allows a college to award a specified amount above a student's overall calculated financial need if the financial aid officer determines that such an adjustment is appropriate. All such adjustments must be handled on an individual basis following the policy and amount stipulated for Federal Title IV financial aid programs.</p>
Award Parameters	<p>\$4,000 for a full time enrolled student or a scholarship in an amount equal to the recipient's eligible costs minus any other grants or scholarships the recipient receives, whichever is less.</p> <p>\$3,000 for a three quarter time enrolled student or a scholarship amount equal to the recipient's eligible costs minus any other grants or scholarships the recipient receives, whichever is less.</p> <p>\$2,000 for a half time enrolled student or a scholarship amount equal to the recipient's eligible costs minus any other grants or scholarships the recipient receives, whichever is less.</p> <p>The award is renewable based on the availability of funds and continued student eligibility.</p> <p>No student may receive the award for more than four academic years.</p>

Disbursement Procedures	<p>Payment should be credited to the student's account unless the student has already satisfied financial obligations to the college; in such cases, all or part of the award may be paid directly to the student.</p> <p>Within the parameters of the student's need and enrollment status, division of the total award amount for the academic year may be divided among terms/semesters at the discretion of the financial aid officer.</p>
Refunds	<p>Final eligibility for payment within an enrollment period depends on the student's status at the end of the refund period.</p> <p>Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.</p>
Appeal Process	<p>The college should have in place a procedure by which students can appeal the decision of the financial aid office regarding program award determination.</p>
Repayment of Award	<p>As specified in the Scholarship Agreement and Master Promissory Note provisions, scholarship recipients who do not meet the licensure and employment requirements of the MSN program must repay all or part of the total program funds received while enrolled. Principal amount to be repaid is directly related to the amount disbursed to the student's account by the institution.</p>

Section F - Legislation

Michigan Nursing Scholarship Program Act 591 of 2002

AN ACT to establish an educational scholarship program for eligible resident students enrolled in certain nursing programs; to prescribe conditions for repayment of the scholarships; to provide for the administration of the Michigan nursing scholarship program; and to prescribe certain powers and duties of certain state officers, agencies, and departments.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

The People of the State of Michigan enact:

390.1181 Short title.

Sec. 1. This act shall be known and may be cited as the “Michigan nursing scholarship act”.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

390.1182 Definitions.

Sec. 2. As used in this act:

- (a) “Authority” means the Michigan higher education assistance authority created by 1960 PA 77, MCL 390.951 to 390.961.
- (b) “Eligible costs” means tuition and fees charged by an eligible institution; related costs for room, board, books, supplies, transportation, or day care; and other costs determined by the authority.
- (c) “Eligible employment” means a registered nurse or licensed practical nurse providing full-time nursing care, or part-time nursing care if section 7 applies, in a ward, emergency department, emergency room, operating room, or trauma center of a hospital licensed under article 17 of the public health code, 1978 PA 368, MCL 333.20101 to 333.22260, in a nursing home or hospice licensed under article 17 of the public health code, 1978 PA 368, MCL 333.20101 to 333.22260, in a health facility or agency licensed under article 17 of the public health code, 1978 PA 368, MCL 333.20101 to 333.22260, that provides nonemergency health care to patients without receiving compensation for providing that nonemergency health care, or in a clinic or other health care program operated by a local health department that provides 1 or more required services under part 24 of the public health code, 1978 PA 368, MCL 333.2401 to 333.2498, or as an employee of a home health care agency providing home patient care.
- (d) “Eligible institution” means a degree or certificate granting public or independent nonprofit college or university, junior college, or community college in this state.
- (e) “Licensed practical nurse” means an individual licensed to engage in the practice of nursing as a licensed practical nurse as defined in section 17201 of the public health code, 1978 PA 368, MCL 333.17201.
- (f) “Nursing program” means a program for the training of individuals to become registered nurses or licensed practical nurses operated in this state by an eligible institution and approved by the Michigan board of nursing.
- (g) “Registered professional nurse” means that term as defined in section 17201 of the public health code, 1978 PA 368, MCL 333.17201.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

390.1183 Michigan nursing scholarship program; creation; administration; duties of authority.

Sec. 3. The Michigan nursing scholarship program is created, to be administered by the authority. The authority shall do all of the following:

- (a) Award scholarships to eligible students pursuant to this act.

- (b) Develop a scholarship agreement to be entered into by a scholarship recipient and the authority that contains the terms of a scholarship made under this act and the rights and obligations of the scholarship recipient and the authority.
- (c) Collect repayment of scholarships if required under section 7.
- (d) Conduct periodic audits of scholarship recipients to ensure compliance with the terms of the scholarship agreement and take necessary steps to enforce the terms of the scholarship agreement.
- (e) Publicize the Michigan nursing scholarship program and recruit qualifying students to participate in the Michigan nursing scholarship program.
- (f) Promulgate rules, as necessary to implement this act, pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328. The rules may include additional standards of eligibility for students to receive scholarships under this act.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

390.1184 Scholarship award; criteria.

Sec. 4. The authority may award a scholarship under this act to an individual determined by the authority to meet all of the following eligibility criteria:

- (a) Is a United States citizen or permanent resident of the United States.
- (b) Has resided continuously in this state for the 12 months immediately preceding the date of his or her application and is not a resident of any other state.
- (c) Is enrolled or has been accepted into a nursing program.
- (d) Has signed a written scholarship agreement with the authority stating the individual's intention to pursue nursing as a career and to serve in eligible employment in this state for not less than 1 of the following periods:
 - (i) One year if the individual received scholarship assistance under this act in 1 academic year of full-time enrollment in a nursing program.
 - (ii) Two years if the individual received scholarship assistance under this act in 2 academic years of full-time enrollment in a nursing program.
 - (iii) Three years if the individual received scholarship assistance under this act in 3 academic years of full-time enrollment in a nursing program.
 - (iv) Four years if the individual received scholarship assistance under this act in 4 academic years of full-time enrollment in a nursing program.
- (e) Is in compliance with this act and the rules promulgated under this act.
- (f) Has not been convicted of a felony involving an assault, physical injury, or death.
- (g) Meets any other standards established in rules promulgated by the authority under section 3.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

390.1185 Scholarship amount; determination; limitation.

Sec. 5. (1) Subject to subsection (2), each scholarship recipient shall receive a \$4,000.00 scholarship for 1 academic year of full-time enrollment, or a partial scholarship for part-time enrollment, in a nursing program. The authority shall determine the amount of a partial scholarship by multiplying \$4,000.00 by the number of credit hours for which a student enrolls in an academic year, and dividing the product by 30 if the nursing program uses semester credits or by 45 if the nursing program uses term credits.

(2) A scholarship described in subsection (1) shall not exceed an amount equal to the recipient's eligible costs minus any other grants or scholarships the recipient receives in any academic year in a nursing program.

(3) An individual shall not receive scholarship assistance for more than 4 academic years.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

390.1186 Duration of payments.

Sec. 6. Recipients of scholarship assistance under this act shall continue to receive scholarship payments only during periods that the authority finds that the recipient is both of the following:

- (a) Enrolled as a full-time or part-time student in a nursing program.
- (b) Maintaining satisfactory progress as determined by the eligible institution.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

390.1187 Agreement; provisions; disclosure of terms and conditions; noncompliance; deferred or excused repayment.

Sec. 7. (1) An individual shall not receive a scholarship under this act unless he or she enters into a written agreement with the authority, in which he or she agrees to all of the following:

- (a) To obtain a license from this state as a registered professional nurse or licensed practical nurse within 1 year after completing the nursing program for which the scholarship was awarded.
- (b) Beginning within 1 year after completing the nursing program for which the scholarship was awarded, to serve for the period of eligible employment applicable to the individual under section 4(d) in this state.
- (c) To provide the authority evidence of compliance with section 6 as required by the authority.
- (d) Except as provided in subsection (4), (5), (6), or (7), if the conditions in subdivisions (a) and (b) are not satisfied, to repay all or part of a scholarship award received under this act plus interest and, if applicable, reasonable collection fees, in compliance with rules promulgated by the authority.

(2) The agreement described in subsection (1) must fully disclose the terms and conditions under which scholarship assistance under this act is provided and under which repayment may be required. The agreement must include a description of both of the following:

- (a) The appeals procedures established by the authority under which a recipient may appeal a determination of noncompliance with any provision under this act.
- (b) The procedures under which a recipient of assistance received under this act who serves in eligible employment in this state for less than the period required under subsection (1) may have the repayment requirements extended under subsection (4) or excused under subsection (5), (6), or (7).

(3) The authority shall require recipients found by the authority to be in noncompliance with the agreement entered into under this section to repay the scholarship awards received, plus interest, but in no event at an interest rate higher than the rate applicable to other student loans guaranteed by the authority in that time period and, where applicable, reasonable collection fees, on a schedule and at a rate of interest to be prescribed by the authority by rule.

(4) A recipient is not in violation of the agreement entered into pursuant to subsection (1) and any repayment obligation is deferred during any period in which the recipient meets 1 of the following:

- (a) Is pursuing a full-time course of study related to the field of nursing at an eligible institution.
- (b) Is serving as a member of the armed services of the United States for a period of 3 years or less.
- (c) Is temporarily totally disabled for a period of 3 years or less, as established by sworn affidavit of a qualified physician.
- (d) Satisfies the provisions of any other repayment exceptions prescribed by the authority by rule.

(5) A recipient is not in violation of the agreement entered into pursuant to subsection (1), and the recipient may be excused from repayment of any scholarship assistance received under this act, if the recipient is employed providing part-time nursing care and all of the following are met:

- (a) The department by rule has established a minimum average number of hours per week a recipient must be employed providing nursing care to qualify as providing part-time nursing care for the purposes of this subsection, and the recipient meets this requirement.
- (b) The recipient is engaged in eligible employment in this state.
- (c) The recipient provides part-time nursing care for not less than 1 of the following periods:
 - (i) Two years if the recipient received a \$4,000.00 scholarship under this act for 1 academic year of full-time enrollment in a nursing program. If the recipient received a partial scholarship for 1 academic year of part-time enrollment, this 2-year time period is reduced to a time period determined by multiplying 2 years by a fraction, the numerator of which is the dollar amount of the partial scholarship and the denominator of which is \$4,000.00.
 - (ii) Four years if the recipient received two \$4,000.00 scholarships under this act for 2 academic years of full-time enrollment in a nursing program. If the recipient received partial scholarships for 2 academic years of part-time enrollment, this 4-year time period is reduced to a time period determined by multiplying 4 years by a fraction, the numerator of which is the dollar amount of the partial scholarships and the denominator of which is \$8,000.00.

(iii) Six years if the recipient received three \$4,000.00 scholarships under this act for 3 academic years of full-time enrollment in a nursing program. If the recipient received partial scholarships for 3 academic years of part-time enrollment, this 6-year time period is reduced to a time period determined by multiplying 6 years by a fraction, the numerator of which is the dollar amount of the partial scholarships and the denominator of which is \$12,000.00.

(iv) Eight years if the recipient received four \$4,000.00 scholarships under this act for 4 academic years of full-time enrollment in a nursing program. If the recipient received partial scholarships for 4 academic years of part-time enrollment, this 8-year time period is reduced to a time period determined by multiplying 8 years by a fraction, the numerator of which is the dollar amount of the partial scholarships and the denominator of which is \$16,000.00.

(6) A recipient is not in violation of the agreement entered into pursuant to subsection (1), and the recipient may be excused from repayment of any scholarship assistance received under this act, if the recipient meets both of the following:

(a) Received 1 or more partial scholarships under this act for part-time enrollment in a nursing program.

(b) Is engaged in full-time, eligible employment in this state for not less than 1 of the following time periods:

(i) If the recipient received a partial scholarship for 1 academic year of part-time enrollment, a time period determined by multiplying 1 year by a fraction, the numerator of which is the dollar amount of the partial scholarship and the denominator of which is \$4,000.00.

(ii) If the recipient received partial scholarships for 2 academic years of part-time enrollment, a time period determined by multiplying 2 years by a fraction, the numerator of which is the dollar amount of the partial scholarships and the denominator of which is \$8,000.00.

(iii) If the recipient received partial scholarships for 3 academic years of part-time enrollment, a time period determined by multiplying 3 years by a fraction, the numerator of which is the dollar amount of the partial scholarships and the denominator of which is \$12,000.00.

(iv) If the recipient received partial scholarships for 4 academic years of part-time enrollment, a time period determined by multiplying 4 years by a fraction, the numerator of which is the dollar amount of the partial scholarships and the denominator of which is \$16,000.00.

(7) A recipient is excused from repayment of any scholarship assistance received under this act if the recipient becomes permanently and totally disabled as established by sworn affidavit of a qualified physician or dies or if circumstances occur that the authority considers as a compelling reason to excuse repayment.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

390.1188 Restricted account; reversion.

Sec. 8. (1) The department of treasury shall establish and administer a restricted account in the general fund for the Michigan nursing scholarship program. The department of treasury shall credit to the account money appropriated from the Michigan merit award trust fund established in section 3 of the Michigan merit award scholarship act, 1999 PA 94, MCL 390.1453, or received from any other source including, but not limited to, amounts repaid to the authority on scholarships awarded under this act and earnings in the account. The department of treasury shall use the money in the account only to provide money to the authority for scholarships awarded under this act.

(2) Money in the account at the end of a fiscal year shall not revert to the general fund but shall be carried over in the account to the next fiscal year.

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

390.1189 Report.

Sec. 9. Not later than November 1, the authority shall annually submit a report to the state budget director, the house and senate appropriation subcommittees on higher education, and the house and senate fiscal agencies for the preceding fiscal year on the nursing scholarship program. The report shall include, but is not limited to, the number of full and partial scholarships, the total dollar amount of scholarships awarded, the type of eligible institutions in which the scholarship recipients enrolled, and the number of scholarships, if any, for which students have incurred a repayment obligation under section 7(3).

History: 2002, Act 591, Imd. Eff. Oct. 17, 2002

Section G - Administrative Rules

Department of Treasury Michigan Higher Education Assistance Authority Bureau of Student Financial Assistance Nursing Scholarship Rules

(By authority conferred on the Michigan Higher Education Assistance Authority by section 3 of 2002 PA 591, MCL 390.1183.)

R 390.901 Definitions.

Rule 1. (1) As used in these rules:

- (a) "Act" means the Michigan nursing scholarship act, 2002 PA 591, MCL 390.1181 to 390.1189.
- (b) "Eligible costs" means that term as defined in section 2 of the Michigan nursing scholarship act and includes any other student costs related to attendance as specified by the eligible institution.
- (c) "Eligible program" means courses at an eligible institution that are applicable or transferable to a baccalaureate or lower degree or certificate in nursing.
- (d) "Part-time employment" means employment that is less than 40 hours per week and averages 10 to 30 hours per week.
- (e) "Part-time enrollment" means students enrolled at least half-time as determined on an enrollment count date that is established by each eligible institution.
- (f) "Participating school" means an eligible postsecondary institution as defined in section 2 of the act that elects to participate in the scholarship program.
- (g) "Satisfactory academic progress" means compliance with the standards of enrollment established by the eligible institution pursuant to the federal higher education act of 1965, as amended, regarding minimal criteria of academic progress needed to maintain eligibility for federal title IV student aid programs.

History: 2004 MR 4, Eff. Feb. 26, 2004.

R 390.903 Statutorily defined terms used in the rules.

Rule 3. Except as otherwise provided in these rules, a term defined in the act has the same meaning when used in these rules.

History: 2004 MR 4, Eff. Feb. 26, 2004.

R 390.905 Responsibilities of participating school.

Rule 5. A participating school is responsible for all of the following activities:

- (a) Selecting eligible student recipients using institutional criteria in addition to the student eligibility requirements described in section 4 of the act.
- (b) Awarding scholarships to eligible student recipients.
- (c) Sending completed student recipient "scholarship agreement and promissory note" forms to the authority by program due date.
- (d) Reporting scholarship expenditures and related data to the authority on a timely basis.

(e) Refunding unused scholarship program funds promptly at the end of each fiscal year.

History: 2004 MR 4, Eff. Feb. 26, 2004.

R 390.907 Additional scholarship eligibility requirements.

Rule 7. The authority, in conjunction with a participating school, may award a scholarship to an individual determined to meet the requirements of section 4 of the act and all of the following requirements:

- (a) Is making satisfactory academic progress as determined by the participating school.
- (b) Is not in default on a federal student loan, a loan guaranteed by the authority, or a loan offered by the authority. Exceptions may be made if a defaulted borrower has made satisfactory repayment arrangements that result in the individual being eligible to again borrow under the federal title IV student loan programs.
- (c) Is not prohibited from receiving federal student loans due to bankruptcy.
- (d) Is not currently incarcerated in a correctional facility on either a full-time or part-time basis.

History: 2004 MR 4, Eff. Feb. 26, 2004.

R 390.909 Scholarship awards.

Rule 9. (1) A student determined to be eligible for a scholarship who is enrolled fulltime at a participating school shall receive either a \$4,000 scholarship for 1 academic year, or a scholarship in an amount equal to the student's eligible costs minus any other grants or scholarships the student receives, whichever is less.

(2) A student determined to be eligible for a scholarship who is enrolled 3/4 time in a participating school shall receive either a \$3,000 scholarship for 1 academic year, or a scholarship in an amount equal to the student's eligible costs minus any other grants or scholarships the student receives, whichever is less.

(3) A student determined to be eligible for a scholarship who is enrolled 1/2 time in a participating school shall receive either a \$2,000 scholarship for 1 academic year, or a scholarship in an amount equal to the student's eligible costs minus any other grants or scholarships the student receives, whichever is less.

History: 2004 MR 4, Eff. Feb. 26, 2004.

R 390.913 Interest rate for scholarship repayment.

Rule 13. If a scholarship recipient is determined to be in noncompliance with the program agreement and required to repay the scholarship award received, the interest rate charged by the authority shall be a fixed rate of 4%.

History: 2004 MR 4, Eff. Feb. 26, 2004.

R 390.915 Repayment deferral.

Rule 15. (1) In addition to the reasons described in section 7(4) of the Act, a scholarship recipient's repayment obligation is deferred during any period in which the recipient is doing any of the following:

- (a) Pursuing a course of study related to the field of nursing at an eligible institution on at least a half-time status and is employed on a part-time basis.
- (b) Enrolled at least half-time status in a degree program and is employed on a part-time basis.
- (c) Unemployed and/or experiencing economic hardship due to low income for a period not to exceed 3 years.
- (d) Unable to work or unable to work full-time and/or is experiencing economic hardship due to the care of a disabled spouse for a period not to exceed 3 years.
- (e) In a circumstance that warrants the granting of a period of deferment as determined by the authority.

(2) A scholarship recipient is not in violation of the agreement entered into pursuant to section 7 of the act during any period described in subrule (1) of this rule.

History: 2004 MR 4, Eff. Feb. 26, 2004.

Tuition Incentive Program

Section A - Program Summary

Program Title	Tuition Incentive Program
Enabling Legislation	Annual Higher Education Appropriations Act
Administrative Rules	In lieu of Administrative Rules, refer to this Administrative Procedures Manual.
Purpose	The Tuition Incentive Program was established as a high school completion program that offers to pay for the first two years of college and beyond for students who graduate from high school or complete their GED. Student must be enrolled in an associate degree program or certificate courses.
Funding Source	Michigan Merit Award Trust Fund Payments are based on funding level availability
Administrative Office:	Office of Scholarship and Grants Bureau of Student Financial Services P.O. Box 30462 Lansing, Michigan 48909-7962 (888) 447-2687 (toll free)

Section B - Program Administration

Institutional Eligibility	<p>College Sector</p> <p>Legislative language states that a student may use his or her Tuition Incentive Program benefits at any Michigan institution that participates in either Phase I or Phase II which includes:</p> <p>Community Colleges Public Universities Independent, Nonprofit Degree-Granting Colleges or Universities Federal Tribally Controlled Community Colleges Focus: HOPE</p>
Treasury Responsibilities	<p>Identify financially eligible students from Family Independence Agency records every six months.</p> <p>Process student applications for certification.</p> <p>Notify eligible students of their financial eligibility and provide information on other eligibility criteria.</p> <p>Reimburse higher education institutions for eligible students' tuition and mandatory fees.</p> <p>Provide technical assistance to colleges.</p> <p>Monitor program expenditures.</p> <p>Publicize and promote program.</p>
College Responsibilities	<p>Verify student eligibility for Phase I and for Phase II.</p> <p>Verify that student is enrolled in an associate degree program or certificate courses.</p> <p>Award funds.</p> <p>Submit payment reimbursement forms to Treasury.</p> <p>Complete year-end report form.</p> <p>Supply other related data as requested for accounting or statistical reports.</p> <p>Return refunds to Treasury made payable to "State of Michigan."</p> <p>Identify the program on communications to the student. Example: If the college uses Tuition Incentive funds to replace other financial aid already awarded, they must notify the student of the change.</p>
College Records Retention	<p>All program records must be held in the financial aid office files and made available for audit purposes upon request.</p> <p>Records will be retained according to the federal Title IV requirements for record retention.</p>

Section C - Campus Reimbursement

Reimbursement Amount Phase I

Participating institutions may bill for reimbursement according to the following:

- Community College

Current in-district tuition and mandatory fees (does not include college admission fees or course specific fees). For persons residing in an area that is not included in any community college district, the out-of-district tuition rate may be authorized. School determines in district/out-of-district students.

- Public University

Lower level public university resident tuition and mandatory fees for the current year.

- Independent, nonprofit degree-granting colleges or universities or Michigan federal tribally controlled community college or Focus: HOPE
- Mandatory fees (does not include college admission fees or course specific fees) for the current year and a per credit payment that does not exceed the average community college in-district per credit tuition rate as reported on August 1, for the immediately preceding academic year.

Mandatory Fees

Fees defined as "only those fees that are charged to all students across the board as a requirement for enrollment at the institution." Some examples would be a student activity fee or a registration fee. No course specific fees will be covered.

Average Tuition Rate

Treasury will calculate the average rate each year and notify all applicable institutions of the amount.

Credits

The number of credits allowed per academic year will be 24 semester credits or 36 term credits. Institutions can choose how those credits are divided throughout the academic year. No contact hours will be covered.

Reimbursement Amount Phase II

Tuition and fees not to exceed \$500 per semester or \$400 per term up to a maximum of \$2,000 for credits earned in a four-year program at a Michigan degree-granting college or university.

Coursework must be completed within 30 months of completion of Phase I requirements.

Billing Process

Institutions may submit reimbursement requests only AFTER each semester or term refund period.

Institutions must complete Treasury's Tuition Incentive Reimbursement Request Forms by the deadline date.

Treasury will accept one reimbursement form per quarter of the state's fiscal year according to the following schedule:

<u>Quarter</u>	<u>Deadline</u>	<u>No Payments After</u>
First	November 1	November 15
Second	February 1	February 15
Third	May 1	May 15
Fourth	August 1	August 15

Section D - Student Eligibility

Certification

Only students who have (or have had) Medicaid coverage for 24 months within 36 consecutive months are eligible to apply to Treasury for certification. The Family Independence Agency identifies students as early as the sixth grade. Determinations of eligible applicants are made every six months. Treasury will send a certification letter to all financially eligible students. Institutions should accept this certification letter as verification of financial eligibility for the program. Certification letters will be sent to the student and not the institution.

Eligibility – Phase I

The institution must verify:

- Financial Eligibility
Receipt of a copy of the student's verification letter.

- High School Grad or GED/Age

Proof that student was less than 20 years of age at time of high school graduation or GED completion.

- Citizenship

Must be a U.S. citizen or eligible non-citizen documented by an I-551 or I-551C card or INS I-94 record designating "Refugee," "Asylum Granted," "Humanitarian Parole," "Indefinite Parole," or "Cuban-Haitian Entrant" status noted.

- Residency

Must be a Michigan resident as determined by institutional criteria.

Enrollment

Students have up to four (4) years to initiate enrollment at a participating college, but all benefits must be used within ten (10) years of high school graduation or GED completion or student forfeits program eligibility.

Student must be enrolled at least half time at the 50% drop/add time (as determined by the institutional policy) earning less than 80 semester or 120 term credits at a participating institution **(24 semester or 36 term credits per academic year)**.

Loan Default	<p>An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any Federal Title IV/V loan unless he/she has made satisfactory arrangements to repay the loan.</p> <p>For program eligibility, satisfactory loan repayment requirements are the same as those set forth under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.</p>
Satisfactory Academic Progress (SAP)	<p>Maintaining SAP according to institutional policy.</p> <p>If a student is enrolled during drop/add period but never attends class(es), the institution does not have to refund TIP money. Student would not be eligible next semester/term because of SAP.</p>
Eligibility – Phase II	<p>Student may not use Phase II money and then go back and use Phase I.</p> <p>If a student receives an associate degree and still has credits left, the student can use those credits toward a second associate degree, as long as Phase II has not been initiated.</p> <p>Meet criteria of Phase I and either of the following:</p> <ul style="list-style-type: none"> • 56 transferable semesters or 84 transferable term credits. Any credit that would apply toward pursuit of a bachelors degree at your institution. This includes credits earned at another institution to be transferred in and/or credits earned at your own institution. • Obtain associate degree or certificate. <p>Coursework must be completed within 30 months of completion of Phase I requirements.</p> <p>A student does not have to receive Phase I payments in order to qualify for Phase II.</p>
Enrollment Issues for both Phase I and Phase II	<p>A student can study abroad and use TIP funds if the Michigan institution is being paid the tuition. The course work does not have to be required.</p> <p>A student can be considered a guest student at another institution as long as the student is enrolled at least half time. The guest school will be reimbursed at the first institution's tuition rate.</p> <p>If one institution has a consortium agreement with another institution, the reimbursement rate for credits at second institution will be at first institution's tuition rate.</p> <p>A non-credit course at an approved institution can be paid.</p>

Section E - Award Computation

Packaging

Each institution shall ensure that all known available restricted grants for tuition and fees are used prior to billing the Tuition Incentive Program for any portion of a student's tuition and fees: **EXCEPT for the Michigan Competitive Scholarship. (Will be applied after Tuition Incentive.)**

MISO SYSTEM

Section A - MISO System Summary

Purpose:

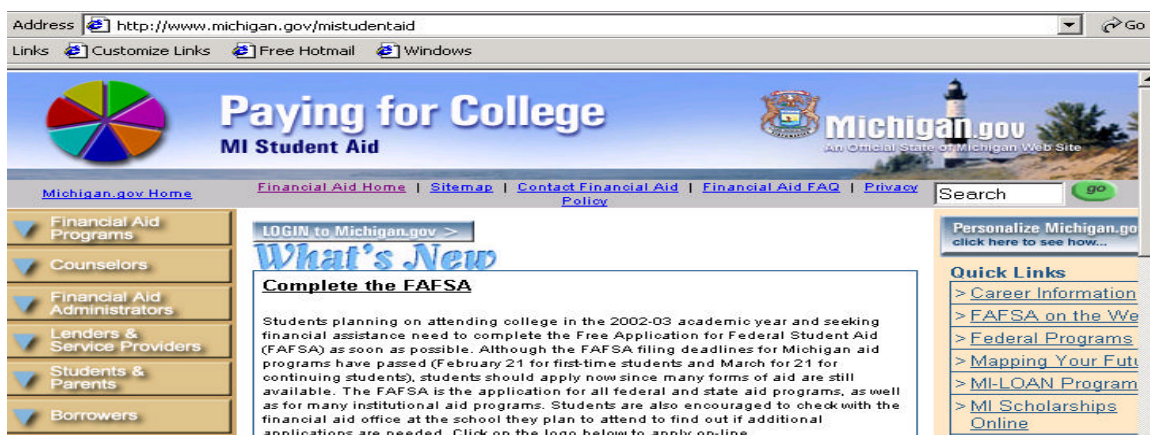
The purpose of this document is to communicate the design for the Office of Scholarships and Grants (OSG) Website for use by student financial aid administrators at postsecondary education institutions in Michigan.

Accessing the OSG Website:

Internet Explorer is the recommended browser to be used when accessing the OSG website. The website can be accessed from two Internet addresses:

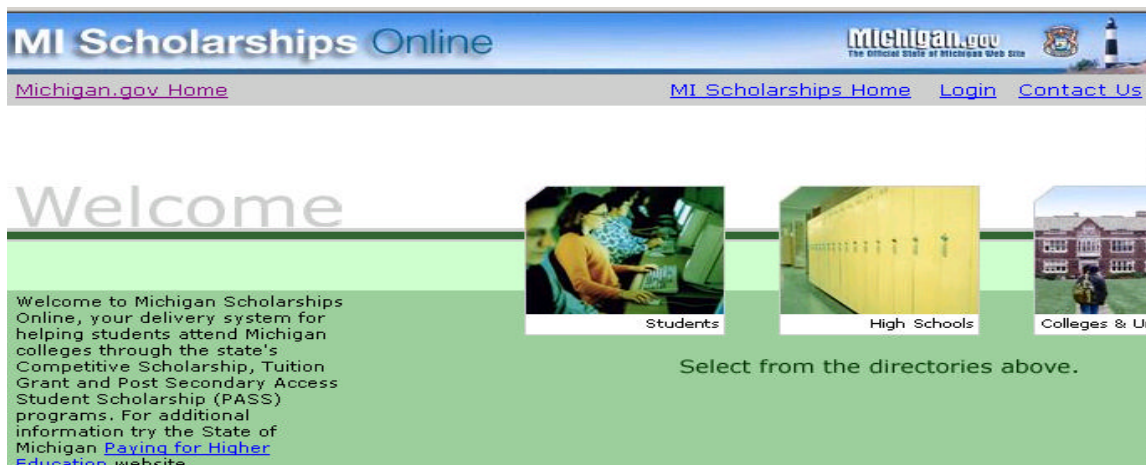
<http://www.michigan.gov/mistudentaid>

Below is a sample of the website that appears when using this address. Select MI Scholarships Online listed under Quick Links in the column on the right side. This will take the user directly to the OSG home page.



<https://treas-secure.state.mi.us/osg/welcome.asp>

This is the most direct address to the MI Scholarships Home page, which is shown below:



The home page displays the icons for students, high schools, and colleges & universities. Select colleges and universities.

Passwords:

Each institution is assigned a user name and password specific to their institution. Staff from the institution can obtain a user name and password for access to the OSG website by contacting OSG at Treas_MISO_Support@state.mi.us. In the request, include the user(s) full name, email address, title, institution's name, and the desired security level (read only or update). The user will be contacted by phone or emailed with a resolution. Passwords will be assigned as needed.

Individual passwords are used to access the screens within the OSG system. These are the screens by which institutions will conduct monitoring and adjustment procedures and view individual student information.

Selecting Colleges & Universities brings up the LOGIN/PASSWORD screen. Type in the user's login and password. Then, press the Enter key or click on the arrow to advance.

MI Scholarships Online

Michigan.gov Home MI Scholarships Home Login Contact Us Help

What if I forgot my login and password? Contact the Office of Scholarships and Grants at 1-888-447-2687 or treasscholgrant@state.mi.us.

Login

Please type your user name and password.

User Name

Password

Submit Cancel

The next screen allows the user to select among the following sites: Student Information, Award Totals, Monitoring and Adjustment, Institution Update, and Policies and Procedures. Detailed explanations appear later in this document. Select the desired location from the list on the left-side of the screen. Users will only be able to access information relative to their own institution to make modifications.

MI Scholarships Online

Michigan.gov Home MI Scholarships Home Logout Contact Us Help

Colleges & Universities

Welcome to Michigan Scholarships Online. To review information on individual students select "Student Information." To review information on award totals and payment information for your school, select "Award Totals." To adjust information for individual students online select "Monitoring and Adjustment." To review/update demographic or budget/term information for your school select "Institution Update." If you have any questions, please feel free to use the "Contact Us" function.

[Student Information](#)
[Award Totals](#)
[Monitoring and Adjustment](#)
[Institution Update](#)
[Policies and Procedures](#)

The security level of the user determines if modifications can be made. If the users security level is “updateable,” the user can only modify data that is designated with a “drop down box.” All other data is “read only.”

The following five “radio” buttons appear on the gray bar just below the title, MI Scholarships Online:

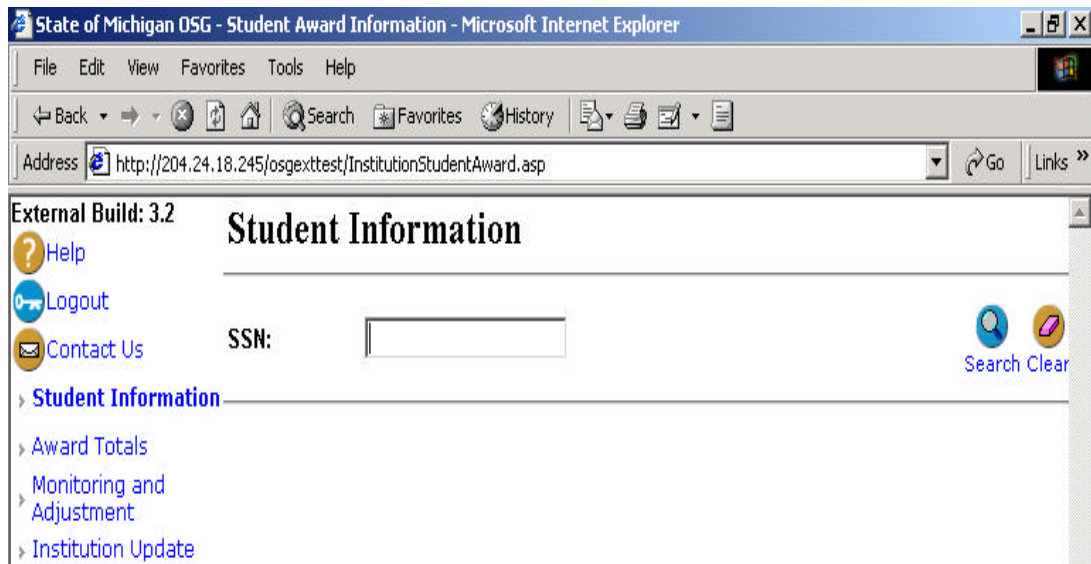
- **Michigan.gov Home:** Provides a link to the Michigan.gov Home page.
- **MI Scholarships Home:** Provides a link back to the MI Scholarships Online Home page.
- **Logout:** When finished working in the screen, click on the logout button. This will close the site and the user will be returned to the MI Scholarships Online Home page.
- **Contact Us:** This site allows the user to send an email to OSG. The email structure will open automatically. The user may also send an email to treasscholgrant@michigan.gov.
- **Help:** Provides additional information regarding the site the user is working in. A Help button is available for each screen site.

The following pages will provide a sample of each site and explain the type(s) of functions available.

-

Section B - Student Information

This screen is used for viewing the student's demographic data. Type in the student's social security number in the **SSN** edit box. Click on the **Search** button to locate (or query) the student's information. If the SSN is typed incorrectly, click on the **Clear** button. The clear button will reset the screen allowing the user to start again.



There are three things to keep in mind at this point.

1. Institutions will only be able to access student record information for students who designated their institution as their college of choice.
2. If the student listed another institution, the following message will appear: "This student is in our database but is at another institution."
3. If the student has not filed a FAFSA, the message will read: "This student is not in the database."

When the student detail screen appears, use the scroll bar on the right side of the page and scroll down through the data. Seven boxes (sections) of data fields can be viewed. All fields are in read-only mode.

Example: Below is a sample of a student information screen.

SSN:

Year: 2001
SSN: **Address:** 6095 Anne Dr
Last Name: **City:** West Bloomfield
First Name: **State:** MI
MI: M **Zip Code:** 48322
Phone Number: 248-661-4246 **Email Address:**
Transaction ID: 01 **Transaction Receipt Date:** N/A

Type	Status	Date
CS	Qualified - Late	10/17/2001
TG	Not Qualified	10/17/2001
App	Candidate	10/17/2001
PASS	Not Qualified	10/17/2001

Year of Eligibility:	2001 - 2011	Check Count		
Met GPA:	N/A		Current	Proposed
		CS/TG Undergrad:	60	60
Met SAP:	N/A	TG Grad:	N/A	N/A
		PASS:	24	24

Budget Code	0001	Budget Amount	\$11,821
Need		\$9,921	
Federal EFC:		\$969	
Imputed Student Contribution:		\$935	
Calculated EFC:		\$1,520	
Factored EFC:		\$1,900	
Hope Tax Credit:		\$	
Pell Amount:		\$	

MEAP Data

Last Updated:	N/A		
Reading Score:	N/A	Month/Year:	N/A
Writing Score:	N/A	Month/Year:	N/A
Math Score:	N/A	Month/Year:	N/A
Science Score:	N/A	Month/Year:	N/A

Highest ACT Score:	99
ACT Score Date:	06/2000
Enrollment Level for Most Recent Term:	N/A

Last updated on 10/15/2001 by Conv

Section One - Student Demographics: This section lists the academic year, SSN, full name, phone, most recent FAFSA transaction, address (street, city, state, zip code), email address, and FAFSA transaction receipt date.

Section Two - Status: This section lists the type of award (CS, TG, PASS), the award status (awarded, qualified, not qualified, candidate, application edit), and the date. In the status column, some of the terms are highlighted. Clicking on the highlighted status codes will link to a **Sub Status Code** message box that will provide a reason for the student being given a particular status.

The following chart provides a list of the student sub-status codes and the reason for the code. The sub-status codes with numbers of 1000 represent “edits” that prevent a student from being awarded. In order for the student to be considered for an award, the student needs to respond to the “edit” by providing the corrective information. The sub-status codes with numbers of 2000 represent “non-qualifiers.” In most cases, these non-qualifying issues are irresolvable. An exception would be if a student was attending an out-of-state institution and transferred to an eligible in-state institution. If the non-qualifying reason is incorrect, contact OSG for resolution.

Status Codes

Code	Value	Long Value
1001	Incomplete Data - Last Name	Incomplete Data - Last Name
1002	Incomplete Data - Address	Incomplete Data - Address
1003	Incomplete Data - Birth Date	Your date of birth is missing from our records. Please provide our office with your date of birth.
1004	Blank Grade Level	Your grade level is blank on your FAFSA. You can correct your FAFSA and submit it to the Federal processor or email us (see last paragraph for details). Include your grade level (i.e. freshman, sophomore, junior, senior or graduate) in the email.
1007	No College Choice	No colleges are listed in the college section of your FAFSA. You can either correct your FAFSA and submit it to the Federal processor or email us (see last paragraph for more details). Please include the full name of the institution in the email.
1008	Blank State of Residency	The state of legal residency is blank for your parent(s) on your FAFSA. You can correct your FAFSA and submit it to the Federal processor or email us (see last paragraph for details). Include your parent(s) state of legal residency in the email.
1009	Blank Date of Residency	The date of residency is blank for you &/or your parent(s) on the FAFSA. You can correct the FAFSA and send it to the Federal processor or email us (see last paragraph for details). Include the date you &/or your parent(s) became residents in the email.
1010	Duplicate - SSN/Name/DOB	We have received information that has produced a duplicate record for you. In order to resolve this, please provide our office with a copy of your social security card, your full name, and your date of birth.
1013	ACT - SSN Starts with '999'	Your ACT records are incomplete. Please provide our office with a copy of your Social Security card, your full name, and your date of birth.

Code	Value	Long Value
1015	ACT - Taken After Starting College	Your ACT indicates you were a college student when you took the ACT test. The test must be taken prior to college enrollment. Please notify our office if this information is incorrect or if you attended high school and college concurrently.
1017	ACT - No FAFSA	ACT Error - No FAFSA - Sent After Initial Awards
1019	Reject FAFSA	The Federal processor indicates your FAFSA could not be processed. The Student Aid Report you received lists the corrections that need to be made. Corrections must be made with the processor. If you have questions, call the processor at 1-800-433-3243.
2001	Not a Michigan Resident	You and/or your parents do not meet Michigan residency requirements. Eligibility requires continuous Michigan residency since July 1 of the year prior to the enrollment period. Contact us if your parents moved after January 1 of the current year.
2002	Not a Michigan Resident for 12 Months	You and/or your parents do not meet Michigan residency requirements. Eligibility requires continuous Michigan residency since July 1 of the year prior to the enrollment period.
2003	Loan in Default	The Federal processor indicates you are in default on a federal student loan. Regulations governing Michigan financial aid programs prohibit students in default on a student loan from receiving award consideration.
2004	Not a High School Graduate	The Michigan Competitive Scholarship and the Michigan Tuition Grant programs require that applicants have a high school diploma or GED. According to information on your FAFSA, you do not meet this requirement and are not eligible for these programs.
2005	No ACT Score	Our records indicate we have not received your ACT score. If you have taken the ACT and want to be considered for the Michigan Competitive Scholarship, please notify our office.
2006	No Qualifying ACT Score	Our records indicate your ACT score does not qualify you for further consideration for the Michigan Competitive Scholarship program. Please notify our office if this information is incorrect.
2007	10-Year Maximum	Eligibility in the Competitive Scholarship program is limited to ten (10) years, beginning with the year you qualified on the ACT test or graduated from high school. Our records indicate that your eligibility has expired.
2008	Student Has Tuition Grant Award	
2009	No Financial Need Demonstrated	An analysis of your FAFSA indicates you should have sufficient resources to attend the college listed on your FAFSA. If your college choice changes, let us know, as the cost of attendance varies among colleges.

Code	Value	Long Value
2010	SAP Not Met	Your college indicates you are not maintaining Satisfactory Academic Progress. Have your college financial aid office notify our office when you obtain satisfactory academic standing.
2011	Cumulative GPA of 'C' Not Maintained	Your college indicates you are not maintaining a cumulative "C" (2.0) grade point average. Have your college financial aid office notify our office when you obtain satisfactory academic standing.
2012	Law School Students Not Qualified	Participation of law students in the Michigan Tuition Grant program is prohibited by legislation. If you will be attending a non-law graduate program at a Michigan private, non-profit college, please notify our office for reconsideration.
2013	Exceeded Check Count	Our records indicate that you have received the maximum number of payments available in this program.
2014	Ineligible Institution	The college/university listed on your FAFSA does not participate in the Competitive Scholarship and/or Tuition Grant programs. You must attend an eligible Michigan college to be considered. Please notify our office if you change schools.
2015	Graduate Student Not Eligible	The Competitive Scholarship is available only for undergraduate study. Your FAFSA indicates you are a graduate student or you received a bachelor's degree by July 1 of this year. If this information is incorrect, please contact our office.
2016	Public/Ineligible School	The Tuition Grant program is restricted to attendance at Michigan private, non-profit colleges. The college listed on your FAFSA does not participate in this program. If you transfer to an eligible college, please contact our office for reconsideration.
2017	Student Has Competitive Scholarship	
2018	Graduate Check Count Exceeded	Graduate students in the Tuition Grant program may receive assistance for a maximum of six (6) semesters or nine (9) terms of full-time enrollment. Our records indicate you have received the maximum number of payments available in this program.
2019	Did Not Qualify for Pell Grant	
2020	Associates Degree Not Indicated	
2021	Assoc. Degree at Ineligible Inst.	
2022	All 4 MEAP Tests Not Taken	
2025	Citizenship Status	Program legislation requires that students be either a U.S. citizen or an eligible non-citizen. Your FAFSA indicates that you do not meet this requirement.

Code	Value	Long Value
2026	Incarcerated	Program legislation states incarcerated students are not eligible for state of Michigan programs. You may reapply for funds as soon as you are released.
2027	PASS Data Conversion Status Review	
2028	Freshman/Graduated Before 1997	
2029	Must Self-Certify MEAP Scores	

Section Three – Eligibility: The following data is in read-only format.

- **Year of Eligibility:** This field displays the years of eligibility a student has for using the Competitive Scholarship award.
- **Met GPA:** The word “Yes” will appear if the student is achieving the required minimum GPA; “No” will appear if they are not; and “NA” if no information is available.
- **Met SAP:** The word “Yes” will appear if the student is achieving satisfactory academic progress; “No” if they are not; and “NA” if no information is available.
- **Check Count**

CS/TG Undergraduate Check Count – Current: This field displays the student’s current undergraduate check count status. The check count value is 60 to 0. It is automatically decremented when the student’s award is verified.

CS/TG Undergraduate Check Count – Proposed: This field displays the student’s proposed undergraduate check count status. The check count value is 60 to 0. When the student’s proposed check count differs from the current check count, it means the student has been awarded. This field will update from proposed to current when the institution verifies the student’s award.

TG Graduate – Current: This field displays the student’s current TG graduate check count status. The check count value is 36 to 0 for a graduate student or 48 to 0 for a dental student. It is decremented when the student’s award is verified.

TG Graduate – Proposed: This field displays the student’s proposed TG graduate check count status. The check count value is 36 to 0 for a graduate student or 48 to 0 for a dental student. When the student’s proposed check count differs from the current check count, it means the student has been awarded. This field will update from proposed to current when the institution verifies the student’s award.

PASS – Current: This field displays the student’s current PASS check count. The check count value is from 24 to 0. This field updates when the student’s award is verified.

PASS – Proposed: This field displays the student’s proposed PASS check count status. The check count value is from 24 to 0. When the student’s proposed check count differs from the current check count, it means the student has been awarded. This field is updated from proposed to current when the institution verifies the student’s award.

Section Four – Award Determination: The following data is in read-only format.

- **Budget Code:** This field displays the budget code (grade level) used to calculate the award.

- **Budget Amount:** This field displays the budget amount. The budget is the sum of tuition and fees plus (+) room and board plus (+) state books, personal and travel.
- **Need:** This field displays the student's financial need. The need figure is arrived at by subtracting the factored expected family contribution (EFC) from the budget amount.
- **Federal EFC:** This field displays the Federal Expected Family Contribution (EFC). The data comes from the ISIR record.
- **Imputed Student Contribution:** This field displays the Imputed Student Contribution. The data is an internal minimum. (See Award Determination section within each of the appropriate programs.)
- **Calculated EFC:** This field displays the calculated Expected Family Contribution (EFC). (See Award Determination section within each of the appropriate programs.)
- **Factored EFC:** This field displays the factored Expected Family Contribution (EFC). The Factored EFC = Calculated EFC x 1.25.
- **Hope Tax Credit:** This field displays the Hope Tax Credit amount. This is relevant only to the PASS program.
- **Pell Amount:** This field displays the amount of the student's Pell Award. The data is pulled from the Pell table that is stored in the system database and is relevant only to the PASS program.

Section Five – MEAP Data: The following data is in read-only format.

- **Last Updated:** This field displays the date the student's MEAP record was last updated.
- **Reading, Writing, Math and Science Score(s):** If a MEAP score exists, it will be displayed as "Pass" or "Fail." "Pass" means the student scored a Level 1 or Level 2 on the MEAP. "Fail" means the student scored a Level 3 or Level 4 on the MEAP.
- **Month/Year:** This field displays the month and year the student took the test.

Section Six - ACT Data: The following data is in read-only format.

- **Highest ACT Score:** This field displays the student's highest ACT score on record.
- **ACT Score/Date:** This field displays each date the student took the ACT test.
- **Enrollment Level for most recent Term:** Field displays student's enrollment level.
- **Last Modified:** This field displays the date the system was last updated.
- **Last Modified By:** This field displays the name of the person or system process responsible for the last update to this record.


Section C - Institution Award Totals

The Institution Award Totals screen allows the user to view the award information for the institution. The user cannot access other institution's award information.

To view the institution award totals, click on the dropdown box next to Year and select the desired academic year. Next, click on the **Submit** button. This will start the query process and bring up the award totals data screen. An example of a populated award totals data screen is shown below.

[MI Scholarships Home](#) [Logout](#) [Contact Us](#) [Help](#)

Award Totals

Year: 

Submit

Applicants: 2,852

Payments

	Q1	Q2	Q3	Q4	Total
CS:	\$11,807	\$14,452	N/A	\$17,899	\$44,158
TG:	\$1,094,117	\$626,942	N/A	\$1,094,117	\$2,201,334
PASS:	N/A	N/A	\$1,353	N/A	\$1,353
Adjustment:	N/A	N/A	N/A	N/A	N/A
Total:	\$1,105,924	\$641,394	\$1,353	\$498,174	\$2,246,845

Program	Qualified*	Recipients	Award Amount
CS:	1	37	\$68,692
TG Undergraduate:	505	1,490	\$2,326,845
TG Graduate:	2	6	\$9,189

There are three sections of institutional award totals available to view. The fields are in read-only mode.

Section One (Applicants)

- **Applicants:** This displays a count of the number of students in OSG's database that have selected that institution as their first choice or have transferred to that institution.

Section Two (Payments)

- **Q1:** Displays payments sent to the institution by program in the first quarter of the fiscal year.
- **Q2:** Displays payments sent to the institution by program in the second quarter of the fiscal year.
- **Q3:** Displays payments sent to the institution by program in the third quarter of the fiscal year.
- **Q4:** Displays payments sent to the institution by program in the fourth quarter of the fiscal year.
- **Adjustment:** Additions or subtractions relative to payments.
- **Total:** Total payments and adjustments made for the current academic year.

Section Three (Awards by Program)

- **Program:** This field displays OSG's current award programs – CS, TG, and PASS.
- **Qualified:** This field displays the total number of students at the institution by program that are qualified but not yet awarded.
- **Recipients:** This field displays the total number of students at the institution by program that actually received an award.
- **Award Amount:** This field displays the total dollar amount for each program.
- **Total Line:** This field displays the grand total for each column.

Section D - Monitoring and Adjustment

The Monitoring and Adjustment screen is used to make adjustments to a student's award and to verify enrollment. The user will only be allowed to view and update students that have selected that institution as their first choice or have transferred to that institution.

In order to conduct a query to locate a student record, all three boxes must be filled in.

- **SSN:** Enter the student's SSN.
- **Year:** Use the dropdown box (arrow) and select from the list that appears.
- **Term:** Use the dropdown box (arrow) and select from the list that appears.

Click the Search button to advance to the next screen.

At the top of the screen you will see the SSN, the academic year, the term, and two function buttons i.e., **Save** and **Clear**, which are shown below.

Ten sections of student data follow the heading.

- **Sections 3 through 8:** Any changes made in these sections will effect the specified semester/term and any subsequent semesters/terms.
- **Sections 6 and 7:** By checking the 'Term Only' box, the institution can specify that changes effect only the designated semester/term.

Section One (NAME)

Name: Wilusz, Michael J

Name: This displays the student's last name, first name, and middle initial.

Section Two (PROGRAM(S))

PROGRAM(S) Competitive Scholarship (CS)	\$650
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- **Program(s):** This field is used to display the programs for which the student has received awards. Currently the programs include the Competitive Scholarship (CS), Tuition Grant (TG), and Postsecondary Access Student Scholarship (PASS).
- **Current full-year State Award:** This field displays the student's current full-year State award by program.

Section Three (INSTITUTION)

INSTITUTION CODE: 001
BUDGET CODE: <input type="text" value=""/>

- **Institution Code:** This field is used to display the institution's pre-assigned three-digit code.
- **Budget Code:** This field is used to update the student's budget code. Use the dropdown box to update the student's budget. This is a 'dynamic' dropdown box. It will list all budget codes specific to an institution.

SCHOOL OVERRIDES (i.e. verified but not submitted to CPS)	
Dependency Status:	Dependent
Parent's contribution (income & assets):	\$ <input type="text"/>
Student's contribution from income:	\$ <input type="text"/>
Student's contribution from assets:	\$ <input type="text"/>
Revised Fed EFC:	\$ <input type="text"/>

Section Four (SCHOOL OVERRIDE (i.e. verified but not submitted to CPS))

SCHOOL OVERRIDES (i.e. verified but not submitted to CPS)	
Dependency Status:	Independent
Revised Fed EFC:	\$ <input type="text"/>

- **Dependency Status:** This field is used to display the student's dependency status.
- **Parent's Contribution (income and assets):** This field will only be visible for dependent students. This edit box is used to update the parent's contribution from income and assets.
- **Student's Contribution (from income):** This field will only be visible for dependent students. This edit box is used to update the student's contribution from income.

- **Student's Contribution** (from assets): This field will only be visible for dependent students. This edit box is used to update the student's contribution from assets.
- **Revised Fed EFC:** This field is visible for both dependent and independent students. Use this edit box to update the student's revised Fed EFC.

Section Five (CANCEL AWARD)

<p>CANCEL AWARD</p> <p><input type="checkbox"/> 1. Student Enrolled in a Religious Program</p> <p><input type="checkbox"/> 2. Student Enrolled in a Graduate Program</p> <p><input type="checkbox"/> 3. Enrolled in an Ineligible Program (Prior Degree)</p> <p><input type="checkbox"/> 4. Incarcerated</p> <p><input type="checkbox"/> 5. Student Deceased</p> <p><input type="checkbox"/> 6. Student Declined Award</p> <p><input type="checkbox"/> 7. Withdrew Year / Did Not Enroll</p> <p><input type="checkbox"/> 8. Student Did Not Complete Verification</p> <p><input type="checkbox"/> 9. Did Not Meet Michigan Residency</p> <p><input type="checkbox"/> 10. Cancel PASS award (TIP Award, No Assoc. Deg., Etc)</p> <p><input type="checkbox"/> 11. Loan in Default</p> <p><input type="checkbox"/> 12. Receipt of Additional Aid/Resources</p> <p><input type="checkbox"/> 13. Does not meet citizenship requirements</p> <p><input type="checkbox"/> 14. Cancellation by Institution</p> <p><input type="checkbox"/> 15. Not a High School Graduate</p>
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Select one of the following check boxes to cancel an award:

1. **Student Enrolled in a Religious Program:** Selecting this check box indicates that the student **is** enrolled in a program leading to a degree in divinity, theology or religious studies.
2. **Student Enrolled In Graduate Program:** Selecting this check box indicates that the student is enrolled in a graduate program (CS) or Law.
3. **Enrolled in an Ineligible Program (Prior Degree):** Selecting this check box indicates that the student is ineligible due to a prior degree.
4. **Incarcerated:** Selecting this check box indicates that the student **is** incarcerated.
5. **Student Deceased:** Selecting this check box indicates that the student **is** deceased.
6. **Student Declined Award:** Selecting this check box indicates that the student declined the award.
7. **Withdrawal / Did Not Enroll:** Selecting this check box indicates that the student withdrew or did not enroll.
8. **Student Did Not Complete Verification:** Selecting this check box indicates that the student **did not** complete the verification process.

9. **Did Not Meet Michigan Residency:** Selecting this check box indicates that the student **did not** meet Michigan residency requirements.
10. **Cancel PASS Award (TIP Award / No Assoc. Deg., Etc.):** Selecting this check box indicates that the student received a Tuition Incentive Program (TIP) award, is not pursuing an associates degree, or does not meet other PASS eligibility requirements.
11. **Loan in Default:** Selecting this check box indicates that the student is in default on an educational loan.
12. **Receipt of Additional Aid/Resources:** Selecting this check box indicates that the student is receiving additional aid/resources.
13. **Does not meet Citizenship requirements:** Selecting this check box indicates that the student did not meet the citizenship requirements.
14. **Cancellation by Institution:** Selecting this check box means the student had multiple reasons for ineligibility.
15. **Not a High School Graduate:** Selecting this check box means the student did not meet the high school graduation requirements.

Section Six (OTHER AID – TUITION & FEES SPECIFIC)

OTHER AID (Tuition & Fees Specific) Award revised due to receipt of other tuition/fee specific aid	
a. Tuition and Fees:	\$ <input style="width: 150px;" type="text"/>
b. Tuition and Fees Specific Other Aid:	\$ <input style="width: 150px;" type="text"/>
c. Revised Need (a minus b);*	\$ <input style="width: 150px;" type="text"/>
Term Only:	<input type="checkbox"/>

- a. **Tuition and Fees:** Use this edit box to update the student's tuition and fees.
- b. **Tuition and Fees Specific Other Aid:** Use this edit box to update the student's tuition and fees specific other aid.
- c. **Revised Need:*** This field displays the system – calculated revised need. Revised Need equals Tuition and Fees minus Tuition and Fees Specific Other Aid.

* Term Only: Check this box only if the change is for the semester/term specified.

Section Seven OTHER AID (Complete items "a" through "g")

OTHER AID (Complete items "a" through "g")	
a. State Budget (May include increased costs):	\$ <input type="text"/>
b. Calculated EFC:	\$ <input type="text"/>
c. Need (a minus b):*	\$ <input type="text"/>
d. Other resources (do not include loans/workstudy):	\$ <input type="text"/>
e. Demonstrated need (c minus d):*	\$ <input type="text"/>
f. Buffer:	\$ <input type="text"/>
g. Revised Need (e plus f):*	\$ <input type="text"/>
Term Only:	<input type="checkbox"/>

- a. **State Budget:** Use this edit box to update the State budget amount.
- b. **Calculated EFC:** Use this edit box to update the Calculated expected family contribution (EFC).
- c. **Need (a minus b):*** This calculated field displays the student's financial need. Need equals State Budget minus Calculated Expected Family Contribution.
- d. **Other Resources (do not include loans/work-study):** Use this edit box to update the Other Resources amount.
- e. **Demonstrated Need (c minus d):*** This calculated field displays the student's Demonstrated Need. Demonstrated Need equals Need minus Other Resources.
- f. **Buffer:** Use this edit box to include the \$300 buffer. Buffer is not required. If not using buffer, zero must be listed.
- g. **Revised Need (e plus f):*** This calculated field displays the student's Revised Need. Revised Need equals Demonstrated Need plus the Buffer (if applied).

* Term Only: Check this box only if the change is for the semester/term specified.

Section Eight (VERIFICATION OF GPA / SAP)

VERIFICATION OF GPA/SAP	
Verify SAP for PASS	No
Meeting SAP	<input type="text"/>
GPA >= 2.0	<input type="text"/>


- **Verify SAP for PASS:** This field displays “Yes” if SAP must be verified for the student to receive the PASS award. This field displays “No” if SAP does not need to be verified for the student to receive a PASS award.
- **Meeting SAP:** Use this dropdown box to update SAP for a student.
- **GPA > = 2.0:** Use this dropdown box to update GPA for a student. The GPA must be >=2.0.

Section Nine (ENROLLMENT STATUS – TERM) Select one of the following:

ENROLLMENT STATUS - TERM
<input type="radio"/> Did not enroll (0)
<input type="radio"/> Less than half-time (0)
<input type="radio"/> Half-time (.5)
<input type="radio"/> Three-quarter time (.75)
<input checked="" type="radio"/> Full-time

- **Did not enroll (0):** Selecting this button indicates that the student did not enroll for the semester/term selected.
- **Less than half time (0):** Selecting this button indicates that the student is enrolled less than half time for the semester/term selected.
- **Half time (.5):** Selecting this button indicates that the student is enrolled half time for the semester/term selected.
- **Three-quarter time (.75):** Selecting this button indicates that the student is enrolled three-quarter time for the semester/term selected.
- **Full-time:** Selecting this button indicates that the student is enrolled full time for the semester/term selected.

Section Ten (WITHDRAWAL AFTER ENROLLMENT)




WITHDREW AFTER ENROLLMENT	
Withdrawal date:	<input type="text"/>
a. Actual enrollment period tuition and fees:	\$ <input type="text"/>
b. Original state award for enrollment period:*	\$ <input type="text" value="650"/>
c. Percent of tuition and fees paid by State award:*(b divided by a)	<input type="text"/>
d. Amount of tuition and fees refund:	\$ <input type="text"/>
e. Amount of reduction to the State award:*(d multiplied by c)	\$ <input type="text"/>
f. Adjusted enrollment period State award:*(b minus e)	\$ <input type="text"/>
g. Adjustment to refund from Federal calculation:	\$ <input type="text"/>
h. Federal adjusted State award (f minus g):*	\$ <input type="text"/>
Check here if remaining term(s) should also be cancelled <input type="checkbox"/>	
If there is no change in the State award due to the Federal Refund Policy, print and store this form, but <u>do not</u> submit to OSG.	
<div> Save</div>	

Withdrawal Date: Use this box to enter the withdrawal date. Use this format to enter a date: mm/dd/yyyy. Entering this date is optional.

- a. **Actual enrollment period tuition and fees:** Use this edit box to update the actual enrollment period tuition and fees.
- b. **Original State award for enrollment period:*** This field displays the original State award for the enrollment period.
- c. **Percent of tuition and fees paid by State award:*** This calculated field displays the percent of tuition and fees paid by the State award. The Percent of tuition and fees paid by State award equals the Original State award divided by Actual enrollment.
- d. **Amount of tuition and fees refund:** Use this edit box to update the amount of tuition and fees refund.
- e. **Amount of reduction to the State award:*** The Amount of reduction to the State award equals the Amount of tuition and fees refund multiplied by the percent of tuition and fees paid by the State award.
- f. **Adjusted enrollment period State award:*** This calculated field displays the original State award for enrollment period minus the Amount of reduction to the State award.
- g. **Adjustment to refund from Federal calculation:** Use this edit box to update the adjustment to refund from the Federal calculation field. This field will accept negative numbers.
- h. **Federal adjusted State refund:*** The Federal adjusted State refund equals the adjusted State award minus the refund from Federal calculations.

* Check here if remaining term(s) should also be canceled: Selecting this box indicates that the student withdrew for the remaining semesters/terms.

Award Results Screen

Monitoring and Adjustment (All fields with * are required for Search)								
SSN:*	<input type="text"/>	Year:*	<input type="text" value="2002/2003"/>	Term:*	<input type="text" value="1st"/>	 Award History	 Search	 Clear
Name: Anderegg, Janine N								
FULL-YEAR STATE AWARD								
Award Prior to Adjustment:			\$975					
Adjusted Award:			\$975					
Term Distribution			Award Amount			Proposed Award Amount		
1			\$325			\$0		
2			\$650			\$0		

Section One (Full-Year State Award)

- **Award Prior to Adjustment:** This field is used to display the award amount prior to the changes made on the Monitoring and Adjustment form.
- **Adjusted Award:** This field is used to display the new award amount.
- **Term Distribution:** This field displays the term or semester to which the row refers.
- **Award Amount:** This field displays the actual award amount.
- **Proposed Award Amount:** This field displays the proposed award amount by term or semester. This is the amount that will appear on the waiting list.

Note: If the student has awards in more than one program, this will show the total of all programs.

Award Adjustment Codes (AAC)

The following chart provides the reasons for the adjustments to the student's initial award. Changes made to an award are given to the Office of Scholarships and Grants by three sources: the institution, the student, or the parent. When an adjustment is made to an award, the student receives a letter providing reasons for the adjustment. The chart lists the reason for the adjustment and a further description of the adjustment. The letter to the student states the same description. See chart below.

Code	Value	Long Value
ADDL	Receipt of Additional Aid/Resources	Your college reported that you have other financial aid and/or resources. The above award amount has been adjusted based on this information.
CANPASS	Cancel PASS Award (TIP Award, No Assoc. Deg., Etc)	Your PASS award has been adjusted based on information received from your college.
CHGBGT	Change in Budget Code	Your college reports that your tuition and fee charges are different than those used to calculate your award. This adjustment to your cost of attendance has resulted in a change in the amount of your financial need.
CHGENR	Change in Enrollment Level	Maximum awards are for full-time enrollment. Awards are prorated for part-time enrollment. Your college has verified your enrollment status.
CUSTOM	Custom Award Inactivate/Create	Your award has been adjusted due to information received by our office.
DECEASE	Student Deceased	
DECLINE	Student Declined Award	Your award has been adjusted per your request.
EFC	Financial Information Adjusted	Your award has been adjusted based on corrections made by the college financial aid office to the information reported on your Student Aid Report (SAR).
GIFT	Other Aid Impacts Need	The amount of award eligibility is determined by financial need minus total resources available. Your award has been adjusted due to a change in your total financial aid resources.
GPA	GPA Change	Competitive Scholarship recipients must maintain a cumulative grade point average (GPA) of 2.0. Your college reported a change in your GPA.
GRAD	Student Enrolled in a Graduate Program	Legislation restricts Michigan Competitive Scholarship awards to undergraduate study. Your award has been adjusted due to a change in undergraduate/graduate status.
HOPETAX	Hope Tax Credit Adjustment	Your PASS award has been adjusted because your college reported a change in your Hope Tax Credit.
JAIL	Incarcerated	Incarcerated applicants are not eligible for an award. Your award has been adjusted to reflect your current status.

Code	Value	Long Value
LOAN	Loan in Default	The Office of Scholarships and Grants has received information concerning your loan default status. Your award has been adjusted to reflect your current status.
LTHALF	Attending Less Than Half-Time	Your college reported a change in your enrollment status. If you are attending a different college or this information is not correct, please call our office as soon as possible.
NOMIRES	Did Not Meet Michigan Residency	Program recipients must have been residents of Michigan continuously since July 1 of the year prior to enrollment. Information received by our office concerning your Michigan residency status has resulted in this change in your award.
NOTENR	Not Enrolled	Your college reported a change in your enrollment status. If you are attending a different college or this information is not correct, please call our office as soon as possible.
NOVRF	Student Did Not Complete Verification	Verification of FAFSA information required by your college must be completed to maintain eligibility for this award. A change in your verification status has resulted in this award adjustment.
OTHRAID	Other Aid - Tuition/Fee Specific	Awards for this program are tuition and fee specific. Your award has been adjusted due to the amount of other resources funding your tuition and fees.
PRIORDEG	Enrolled in an Ineligible Program (Prior Degree)	Your college reports that you have a previous degree and no longer eligible for funds from the Michigan Competitive Scholarship and/or Tuition Grant programs.
RELG	Student Enrolled in a Religious Program	Students enrolled in a course of study leading to a degree in theology, divinity, or religious education are not eligible to receive an award in our programs. Your award has been adjusted due to a change in your program of study.
SAP	Institutional SAP Change	Competitive Scholarship, Tuition Grant, and PASS recipients must meet the college's Satisfactory Academic Progress (SAP) standards. Your college reported a change in your SAP standing.
TRANS	Institution Change	Your award has been transferred to a different college. A reevaluation of your financial need based on this college's cost of attendance has resulted in an adjustment to your award.
WD AE	Withdrew After Enrollment	Your college reported a change in your enrollment status. If you are attending a different college or this information is not correct, please call our office as soon as possible.
WTHDRW	Withdrew Year / Did Not Enroll	Your college reported you either withdrew for the year or did not enroll. If you are attending a different college or this information is not correct, please call our office as soon as possible.

Section E - Institution Update

- ☐ [Help](#)
- ☐ [Logout](#)
- ☐ [Contact Us](#)

Institution Update (All fields with * are required)

Update | [Budget / Term](#)

➤ [Student Information](#)

➤ [Award Totals](#)

➤ [Monitoring and](#)

➤ [Adjustment](#)

➤ [Institution Update](#)

Name:*

Code: 004

School Type:*

Term Type:*

Associate Degree: ☒

Address1:*

Address 2:

City:*

State:*

Zip Code:*

FAO Phone Number:*

Contact Last Name:

Contact First Name:

Contact Salutation:

Contact Title:

Contact Phone Number:

Contact Extension:

Contact Email:

☐

[Save](#)

Last Updated on 10/23/2001 by admin

The **Institution Update** screen is used to change the information OSG has about the institution. The user will only be allowed to access their own institution's data. This screen also allows access to the Budget/Term screen by clicking on the **Budget/Term** link located under the screen title.

Note: All fields with an asterisk(*) are required fields. When finished updating the institution's record, click on the Save button to save the changes.

General Information:

- **Name*:** Use this edit box to update the institution's name. This field cannot be left blank. The name entered will be the name used for all correspondence to the institution.
- **Code:** This field displays the institution's 3-digit code. This field may not be updated as each institution has a unique identification code number assigned by OSG.
- **School Type*:** Use the dropdown box to select a school type (public, private or community college) from the list. Values cannot be entered into this box.
- **Term Type*:** Use the dropdown box to select the term type (term or semester) used by the institution. Values cannot be entered into this box.
- **Associate Degree:** Check the box if the institution has a PASS award qualifying associate degree program.

A PASS award qualifying associate degree program is one that was in existence as of January 1, 2000, at a Michigan public community college, Michigan public university or Michigan independent nonprofit, degree-granting college or university.

- **Address 1*:** Use this edit box to display or update the current address information for the institution.
- **Address 2:** Use this edit box to display or update additional address information for the institution.
- **City*:** Use this edit box to display or update the city where the institution is located.
- **State*:** Use the dropdown box to select (display or update) the state.
- **Zip Code*:** Use this edit box to display or update the zip code where the institution is located. A zip code must be a number and formatted as follows – 00000 or 00000-0000.
- **FAO Phone Number*:** Use this edit box to display or update the financial aid office phone number for the institution. The phone number must be formatted as follows – 10 numbers or 000-000-0000.

Contact Information:

- **Contact Last Name:** Use this edit box to display or update the last name of the main contact person at the institution.
- **Contact First Name:** Use this edit box to display or update the first name of the main contact person at the institution.
- **Contact Salutation:** Use the dropdown box to select from the list of titles.
- **Contact Title:** Use this edit box to display or update the title of the main contact person at the institution.
- **Contact Phone Number:** Use this edit box to display the contact phone number of the main contact person at the institution. The phone number must format as follows – either 10 numbers or 000-000-0000.
- **Contact Extension:** Use this edit box to display or update the contact extension of the main contact person at the institution. The extension can be up to six (6) characters in length.
- **Contact Email:** Use this edit box to display the direct email address of the main contact person at the institution. The system will check for the correct email address format. The format must include an "@" sign and a ".".

Last Updated:

- **Last Update:** This field displays the date that the Institution Update information was last updated. This is in read-only mode and is system driven.
- **Last Updated By:** This field displays the user ID of the last person or institution to update the Institution Update information. This is in read-only mode and is system driven.

Section F - Budget/Term Date Maintenance

Budget / Term Date Maintenance (All fields with * are required)							
Update Budget / Term Audit Record							
Year:	2002/2003	Enter Name:	Spring Arbor University		Code:	031	
Semester 1 Start Date:*	09/05/2002	Semester 1 End Date:*	12/13/2002				
Semester 2 Start Date:*	01/22/2003	Semester 2 End Date:*	05/09/2003				
Semester 4 Start Date:*	05/12/2003	Semester 4 End Date:*	07/25/2003				
	Budget Plan Name	Fed Books/ Pers/Travel	Tuition and Fees	Room and Board	State Books/ Pers/Travel	Budget (Calculated)	Graduate Program
1.	1 Freshman	\$1,975	\$13,900	\$5,080	\$1,975	\$20,955	
2.	2 Sophomore	\$1,975	\$13,900	\$5,080	\$1,975	\$20,955	
3.	3 Junior	\$1,975	\$13,900	\$5,080	\$1,975	\$20,955	
4.	4 Senior	\$1,975	\$13,900	\$5,080	\$1,975	\$20,955	
5.	5 5th Yr. Undergrad	\$1,975	\$13,900	\$5,080	\$1,975	\$20,955	
6.	6 Graduate	\$1,975	\$3,518	\$5,080	\$1,975	\$10,573	
7.	7 Continuing Graduate	\$1,975	\$3,518	\$5,080	\$1,975	\$10,573	
8.	8 Dental	\$0	\$0	\$0	\$0	\$0	
9.	9 Out of District	\$0	\$0	\$0	\$0	\$0	
10.	M-AC,AE,FS	\$1,975	\$2,930	\$5,080	\$1,975	\$9,985	<input checked="" type="checkbox"/>

This screen can only be accessed from **the Institution Update** screen. It is used to display and update the Term or Semester Start and End dates, Budget Plan Code and Budget amounts (refer to Institutional Budgets section). The institution name and 3-digit code are carried forward to this screen from the Institution Update screen.

Section One (Institutional Information)

The first section contains the institution's name, 3-digit code, plus the Save and Clear buttons.

- **Name:** The institution name is in read-only mode.
- **Code:** The OSG 3-digit code for the institution is in read-only mode.

Section Two (Semester/Term Start and End Dates)

The second section contains the fields for entering the term or semester start and end dates. Use this format – mm/dd/yyyy – to enter dates.

Enter a term or semester start date and term or semester end date for each term or semester at the institution including summer. Click the Save button to save the record. If there are no errors the record will be saved and the

screen will be populated with the new information. If there are errors the appropriate error message will be displayed. The error must be corrected before proceeding.

1. Data will not be saved until all required fields are populated.
2. The system will check to make sure the start and end dates do not overlap the previous term or semester end date(s).
3. The system will also check for a valid date and the correct date format – mm/dd/yyyy.

The following is a description of the fields in Section Two.

- **Semester or Term 1 Start Date:** Enter the start date for Semester or Term 1. This is a required field. (e.g., mm/dd/yyyy)
- **Semester or Term 1 End Date:** Enter the end date for Semester or Term 1. This is a required field. (e.g., mm/dd/yyyy)
- **Semester or Term 2 Start Date:** Enter the start date for Semester or Term 2. This is a required field. (e.g., mm/dd/yyyy)
- **Semester or Term 2 End Date:** Enter the end date for Semester or Term 2. This is a required field. (e.g., mm/dd/yyyy)
- **Semester or Term 3 Start Date:** Enter the start date for Semester or Term 3. This is a required field. (e.g., mm/dd/yyyy)
- **Semester or Term 3 End Date:** Enter the end date for Semester or Term 3. This is a required field. (e.g., mm/dd/yyyy)
- **Term 4 Start Date:** Enter the start date for Term 4. This is a required field. (e.g., mm/dd/yyyy)
- **Term 4 End Date:** Enter the end date for Term 4. This is a required field. (e.g., mm/dd/yyyy)

Section Three (Budget Information)

The third section contains the fields for entering the Budget Plan Name and the Budget Amounts. The Term/Semester start and end dates must be entered before Budget information can be saved. Use the Tab key to move in or out of the fields.

The following fields are displayed in Section Three.

- **Budget Plan Name:** Fields (1-9) are displayed in read-only mode and cannot be changed. Edit boxes (10-15) are available for entering custom Budget Plan Names.

Custom Budget Plan Names can be up to 12 characters long. They can be any combination of letters and numbers. The system will not accept any special characters such as &, “, <, and >.

- **Federal Books/Personal/Travel:** Enter the Federal Books Personal, and Travel amount that relates to the Budget Plan Name in the left margin. This field is used only for comparison purposes.
- **Tuition and Fees:** Enter the Tuition and Fees amount that relates to the Budget Plan Name in the left margin.
- **Room and Board:** Enter the Room and Board amount that relates to the Budget Plan Name in the left margin.
- **State Books /Personal/Travel:** Enter the State Books, Personal and Travel amount that relates to the Budget Plan Name in the left margin.

- **Budget:** (Calculated) This is a read only field. It represents the total of the above fields excluding Federal Books Personal, and Travel. The field is calculated and populated when an amount is entered in one of the above fields.

Last Updated

- **Last Updated:** This field displays the date that the Budget or Term information was last updated. It is in read-only mode.
- **Last Updated By:** This field displays the user ID of the last person or institution to update the Budget or Term information. It is in read-only mode.

Section G - Policies and Procedures

The Policies and Procedures site is an 'HTML' formatted document. Selecting one of the listed topics will link the user to that section of the document. Within the designated section additional links are available for easy access. The user can also use the scroll bar to move throughout the document. The screen shot below shows the major topics contained in the Policies and Procedures document:

